

ORDER FOR SUPPLIES AND SERVICES				IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution		PAGE 1 OF 1 PAGE(S)	
1. DATE OF ORDER 11/24/2009		2. ORDER NUMBER GST0710BG0026		3. CONTRACT NUMBER GS-06F-0541Z		4. ACT NUMBER A21774700	
<b>FOR GOVERNMENT USE ONLY</b>	5. ACCOUNTING CLASSIFICATION				6. FINANCE DIVISION		
	FUND 299X	ORG CODE A07VR111	B/A CODE F1	O/C CODE 25	AC	SS	VENDOR NAME
	FUNC CODE C01	C/E CODE H08	PROJ./PROS. NO.	CC-A	MDL	FI	G/L DEBT
	W/ITEM	CC-B	PRT./CRFT	AI	LC	DISCOUNT	
7. TO: CONTRACTOR (Name, address and zip code) B-6 CENTURIA CORPORATION 21000 Atlantic Blvd, Ste 710 Sterling, VA 20166 United States B-6				8. TYPE OF ORDER B. DELIVERY		REFERENCE YOUR	
				Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated.			
				This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract.			
				C. MODIFICATION NO. 00 TYPE OF MODIFICATION:		AUTHORITY FOR ISSUING	
9A. EMPLOYER'S IDENTIFICATION NUMBER B-4		9B. CHECK, IF APPROP WITHHOLD 20%		Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.			
10A. CLASSIFICATION A. Small Business				10B. TYPE OF BUSINESS ORGANIZATION C. Corporation			
11. ISSUING OFFICE (Address, zip code, and telephone no.) GSA Region 7 Robin E Johnson 301 NW 6th Street Oklahoma City, OK 73102 United States (405) 609-8084		12. REMITTANCE ADDRESS (MANDATORY) CENTURIA CORPORATION 21317 Cameron Hunt Place Ashburn, VA 20147 United States		13. SHIP TO (Consignee address, zip code and telephone no.) James M. Williams NWS RADAR OPERATIONS CENTER 1313 HALLEY CIRCLE NORMAN, OK 73069 United States (405) 573-3498			
14. PLACE OF INSPECTION AND ACCEPTANCE James M. Williams NWS RADAR OPERATIONS CENTER 1313 HALLEY CIRCLE NORMAN, OK 73069 United States				15. REQUISITION OFFICE (Name, symbol and telephone no.) Dale Shogren GSA Region 7 301 NW 6th St. Ste 324 Oklahoma City, OK 73102 United States (405) 609-8083			
16. F.O.B. POINT Destination		17. GOVERNMENT B/L NO.		18. DELIVERY F.O.B. POINT ON OR BEFORE 07/31/2010		19. PAYMENT/DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS	
20. SCHEDULE							
MSITS Task GD139ROC8A							
Centuria shall be awarded the project for base period with the possibility of receiving 9 additional 12 month options and at the following prices:							
<p>Base 01DEC2009 to 31JUL2010 \$4,164,441.00            OY1 01AUG2010 to 31JUL2011 \$5,831,560.00            OY2 01AUG2011 to 31JUL2012 \$6,005,004.00            OY3 01AUG2012 to 31JUL2013 \$5,975,543.00            OY4 01AUG2013 to 31JUL2014 \$5,943,867.00            OY5 01AUG2014 to 31JUL2015 \$6,033,156.00            OY6 01AUG2015 to 31JUL2016 \$6,123,816.00            OY7 01AUG2016 to 31JUL2017 \$6,215,863.00            OY8 01AUG2017 to 31JUL2018 \$6,309,308.00            OY9 01AUG2018 to 31JUL2019 \$6,395,462.00            Total Estimated Price: \$58,998,020.00            Estimated T&amp;M ODC B-4            Proposed ODC Markup B-4 (est) B-4            Future Special Project (est) B-4            Total Project Estimate \$97,641,419.41</p>							
POP totals include B-4 estimated for travel for T&M work areas per performance period. POP totals do not include Future Special Projects that may be issued during each performance period.							
This task is awarded in response to Centuria's proposal dated 17JUL09 as amended on 11/17/09. The labor rates proposed for the base period and option periods are negotiated as proposed and shall not be changed throughout the performance period. The base period is effective on 01DEC2009. The base period pricing is based on the following work area pricing proposed by Centuria as shown on Appendix M of their 17JUL09 proposal as revised on 11/17/2009:							
Base Operations Support (BOS) ' T&M CLINs 001A, 001B, 001C, 001D, 001E: B-4							

Base Operations Support (BOS) ' FFP CLINs 002A, 002B, 002C, 002D: **B-4**  
(Total includes ODC for FFP work areas **B-4**)

Recurring Special Projects (RSPs) T&M CLINs 003,005,007,008,012: **B-4**

Recurring Special Projects (RSPs) FFP CLINs 004, 006, 009, 010, 011: **B-4**

The total estimated price (the sum of all of the above) is: **B-4** which includes **B-4** FFP and **B-4** estimated for T&M.

The base period FFP total includes **B-4** FFP ODC for the BOS FFP CLINs. This amount shall be invoiced monthly in equal increments during the base period until the full amount has been invoiced on the last month of the base period (July 2010).

An ODC mark up rate of **B-4** has been awarded in support of the T&M ODC requirements. The FFP ODC total already includes all mark ups associated with the expense.

FUNDING: Full funding is provided for the FFP work areas totaling: **B-4**.  
Incremental funding in the amount of **B-4** is provided for the T&M work areas.  
Total obligated funding equaling \$3,773,269.23 which shall not be exceeded. The FFP funding must be tracked separately to ensure that it is available for the FFP workload.

The following clause applies to incrementally funded T&M Work Areas and T&M Future Special Projects (FSPs):

#### Limitation of Funds

The Contractor shall not perform work resulting in charges to the government that exceed obligated funds. The contractor shall notify the Contracting Officer in writing, whenever it has reason to believe that in the next 60 days, the charges to the government will exceed 75% of the obligated funds. The notice shall state the estimated amount of additional funds required to complete performance of this task. The government is not obligated to reimburse the Contractor for charges in excess of the obligated funds and the Contractor is not obligated to continue performance or otherwise incur costs that would result in charges to the government in excess of the amount obligated under this order. Base Operations

The following clauses are repeated from the SOW for ease of reference:

#### 52.217-8 Option to Extend Services.

The Government may require continued performance of any service within the limits and at the rates specified in the Core Task. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. This option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor given at least 5 days before the expiration date of the task order.

#### FAR Clause 52.217-9 Option to Extend the Term of the Contract.

The Government may extend the term of this Core Task by written notice to the contractor any time prior to the expiration of the current period of performance provided the Government gives the Contractor a preliminary written notice of its intent to extend at least 3 days prior to when the modification to extend is issued by the CO. The preliminary notice does not commit the Government to an extension. If the Government exercises this option, the extended Core Task shall be considered to include this option clause. The total duration of this Core Task, including the exercise of any options under this clause, shall not exceed 10 years.

The only organization authorized to issue task orders against this Core Task is GSA.

#### 52.216-18 ORDERING (OCT 1995)

Any supplies and services to be furnished under this basic or Core Task award shall be ordered by issuance of delivery orders/task orders by the individuals or activities designated in the Core Task. Such orders may be issued from the effective date of the basic task award (Core Task) through the expiration date of the basic task award (Core Task).

All task orders are subject to the terms and conditions of this Core Task. In the event of conflict between a task order and the Core Task, the Core Task shall control.

If mailed, a delivery order/task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule/GWAC.

#### 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this Core Task in an amount of less than 8 hours of labor for any single labor category (see Appendix L) for FSPs the Government is not obligated to purchase, nor is the Core Task obligated to furnish supplies or services under the Core Task.

(b) Maximum order. The contractor is not obligated to honor:

(1) Any order for a single item in excess of 34500 labor hours in one year for the labor categories identified in the 'Future' column of Appendix L (to support a projected future requirement);

(2) Any order for a combination of items in excess of 34500 labor hours in one year for the labor categories identified in the 'Future' column of Appendix L (to support a projected future requirement);

(3) A series of orders from the same ordering office within 180 days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR), the Government is not required to order a part of any one requirement from the contractor if that requirement exceeds the maximum order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within seven (7) calendar days after issuance, with written notice stating the contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

#### 52.216-22 INDEFINITE QUANTITY (OCT 1995)

This is an indefinite-quantity Core Task for the supplies or services specified, and effective for the period stated, in the Core Task. The quantities of supplies or services specified in the contract are estimates only and are not purchased by this contract.

Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering Limitation clause. The contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Core Task up to and including the quantity designated in the Core Task as the 'maximum.' The Government shall order at least the quantity of supplies or services designated in the contract as the 'minimum.'

Except for any limitations on the quantities, in the Order Limitations clause or in the contract, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

Any order issued during the effective period of this contract and not completed within that period shall be completed by the contractor within the time specified in the order. The contract shall govern the contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the contractor shall not be required to make any deliveries under this contract after 3 months after expiration of the task award (Core Task).

Note: Table 3, Page 18 of the MSITS SOW titled Performance Matrix, shall serve as the Government's Quality Assurance Surveillance Plan.

See SOW for Invoicing and other instructions.

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
		1			

21. RECEIVING OFFICE (*Name, symbol and telephone no.*)

NATIONAL WEATHER SERVICE RADAR OPERATIONS CENTER, (405) 573-3498

**TOTAL  
From  
300-A(s)**

22. SHIPPING POINT

Specified in QUOTE

23. GROSS SHIP WT.

**GRAND  
TOTAL**

**\$3,773,269.23**

24. MAIL INVOICE TO: (*Include zip code*)

Finance Operations and Disbursement Branch  
(BCEB)

299X

PO Box 219434

Kansas City, MO 641219434

United States

25A. FOR INQUIRIES REGARDING PAYMENT  
CONTACT:

GSA Finance Customer Support

25B. TELEPHONE NO.

816-926-7287

26A. NAME OF CONTRACTING/ORDERING  
OFFICER(*Type*)

Robin E Johnson

26B. TELEPHONE NO.

(405) 609-8084

26C. SIGNATURE

Robin E Johnson 11/24/2009

GENERAL SERVICES ADMINISTRATION

1. PAYING OFFICE

GSA FORM 300 (REV. 2-93)

**General Services Administration**  
**Greater Southwest Region**

PROJECT No. GD139ROC8A

Mission Support Information Technology (IT) Services (MSITS)

for the

National Weather Service (NWS) Radar Operations Center (ROC)

***Statement Of Work***  
**(SOW)**

JUNE 25, 2009

## **1.0 Background**

The WSR-88D NEXRAD radar network consists of 159 operational radars located throughout the United States and several overseas locations. Since its implementation beginning in 1990, the NEXRAD radar network has been proven to save lives by providing accurate and timely detection of severe weather, which has led to earlier advance warning of hazardous storms. Between 1992 and 2004, the NWS's NEXRAD radar system prevented over 330 fatalities and 7800 injuries from tornadoes, at a monetized benefit of over \$3 billion, compared with a total capital and site acquisition and preparation cost of less than \$1.7 billion (in 2004).

Due to the critical service provided by this radar network, the NWS has mandated that every radar in the NEXRAD network be fully operational and available to provide accurate weather information not less than 96% of the time. In order to maintain this high degree of availability throughout the life-cycle of the system, the NWS established an extensive support structure. The WSR-88D ROC is one of the key support activities in this support structure, responsible for the complete life-cycle support of the NEXRAD system.

## **2.0 Objectives**

The objective of the Mission Support Information Technology (IT) Services (MSITS) task is to optimize WSR-88D Radar System support costs and effectiveness by providing radar system and network support at the NWS ROC to achieve missions of DOC, DOD, and DOT and support NOAA's Strategic Goal to advance short-term warning and forecast services.

## **3.1 Scope**

The scope of this task encompasses the tasks necessary for providing a variety of IT and technical support services for management, operation, and maintenance of NWS hydro-meteorological systems and equipment. The following areas of support are contracted core functions which form a critical part of the NWS ROC's fulfillment of its mission requirements:

- Systems/Radar Engineering
- Documentation
- Software Engineering
- Office Automation and Microcomputer
- Test Bed Operations Support
- Integrated Logistics/Configuration Management
- Program/Project Management

The MSITS task order will provide assistance in accomplishing most every element of the ROC Mission. The skill mix required to provide this support is diverse, and much of

the expertise required is very specialized. The engineering and software support work areas, in particular, require a detailed understanding of Doppler weather radar system operation and capabilities, as well as an understanding of applied meteorological principles. Required contractor skills and expertise include:

- Project Management
- Radio Frequency Engineering
- Hardware Engineering
- Radar Systems Engineering
- Software Engineering/Integration
- System Test & Evaluation
- Network Engineering
- Network Security
- Integrated Logistic Support
- System Configuration Management
- Technical Writing/Illustration
- General Administration

#### **4.0 Requirements**

The ROC is responsible for improvements and modifications of the WSR-88D system network and its interfaces to other systems. These responsibilities are accomplished by Base Sustaining Projects and by Special Projects, which document improvements and modification requirements in Configuration Change Requests (CCOR), which result in the development and implementation of approved design solutions in Engineering Change Proposals (ECP). The Contractor will be assigned sustaining engineering projects or special projects encompassing the full range of engineering and modification support. Typical projects range from a feasibility study of the proposed modification through prototype development, testing, preparation of documentation, and implementation. Some tasks are not in the project area, but are base sustaining tasks required on a recurring basis to provide continuous support to the WSR-88D network.

Options to Extend Performance:

Optional Periods of Performance: The Base Sustaining Projects/Core Work Areas have option(s) that the Government may choose to exercise but this will be done collectively as a "group" for these work areas.. The government reserves the right to exercise option(s) on the other Special Project CLIN's, independently of the Base Sustaining Projects/Core Work areas and independently of each other Special Project CLIN.

The following data provides descriptions of the various Base Operations Work Areas, Recurring Special Projects and information on Future Special Projects that could be awarded.

## **4.1 Base Sustaining Projects/Core Work Areas**

There are seven core work areas (WAs) the contractor will support under this task order effort.

- WA 1 - Systems/Radar Engineering Support (T&M)
- WA 3 - Software Engineering Support (T&M)
- WA 5 - Test Bed Operations Support (T&M)
- WA 6 - Integrated Logistics and Configuration Management Support (T&M)
  
- WA 2 - Documentation Support (FFP)
- WA 4 - Office Automation and Microcomputer Support (FFP)
- WA 7 - Program Management (FFP)

### **4.1.1 WA 1 - Systems/Radar Engineering Support (T&M)**

Systems/Radar Engineering tasks are generally project oriented, but may also involve tasks to determine hardware or software problem sources, support problem solving with one or more ROC Branches, support or provide for development of subject matter papers and briefings, or engineering support to the activities of other NWS, NOAA, DOD, DOT or other organizations such as universities.

Tasks associated with WA 1 include:

- Engineering Design/Prototype Development and Testing
- Production and Implementation
- System/Modification Deployment
- Interface Engineering/Management
- Management/Maintenance of the ROC NEXRAD Engineering Development Network
- Other Engineering Tasks

Reference Appendix C for typical tasks associated with this work area.

### **4.1.2 WA 2 -Documentation Support (FFP)**

The ROC has the responsibility for development and changes to documentation related to the WSR-88D system. Documentation for maintenance/operation of the system includes:

- Technical Manuals
- Modification Documents
- Maintenance Documents
- Software Documents
- USAF Time Compliant Technical Orders (TCTO)

These documents take the form of hard copy and soft copy formats. The soft copy formats take the form of native files for use in the various publishing packages and converted files for viewing by standard packages such as Adobe Acrobat PDF files. Responsibility for Commercial-Off-the-Shelf (COTS) documentation is included.

Reference Appendix D for typical tasks associated with this work area.

#### **4.1.3 WA 3 - Software Engineering Support (T&M)**

The ROC provides Software Engineering support to maintain the WSR-88D software baseline which includes the on-line application software, off-line support software, software for managing and maintaining adaptable parameters for each site, background and other display support maps, and other assets required for software maintenance, as well as all specifications, operating and maintenance manuals for the software items supported. In addition to maintenance and support of the existing baseline, the ROC is actively involved in NEXRAD Product Improvement (NPI) and is called on to provide these services to transition these systems and other equipment from the research and development arena into the operational environment.

Support will include:

- Software Engineering Analysis and Management
- Software Maintenance and Development Support
- Software Test & Evaluation
- System Security Engineering Analysis and Recommendations

Reference Appendix E for typical tasks associated with this work area.

#### **4.1.4 WA 4 - Office Automation, Microcomputer, and IT Security Support (FFP)**

The ROC is a facility which uses computer equipment in its daily business activities and in supporting the WSR-88D network and agency customers. Equipment at the ROC consists of computer hardware and software to satisfy and manage the requirements of many functional areas including:

- Plan and Implement Upgrades of IT Resources
- Manage and Administer ROC LANs
- Diagnose and Correct User PC and Peripheral Problems
- Provide User Software Training
- Assist ROC IT System Security Officer

Reference Appendix F for typical tasks associated with this work area.



#### **4.1.5 WA 5 - Test Bed Operations Support (T&M)**

The ROC is responsible for the development and deployment of WSR-88D and OPUP software builds. The ROC has the responsibility to plan, execute, and report the results of system and acceptance-level testing, including field beta tests, of system software and hardware changes. In support of this testing, the ROC schedules, operates, and maintains configuration control of a WSR-88D test bed the configuration of which is representative of a fielded system.

Reference Appendix G for typical tasks associated with this work area

#### **4.1.6 WA 6 - Integrated Logistics and Configuration Management Support (T&M)**

The ROC provides all the Integrated Logistic Support (ILS) elements of the WSR-88D network. This ILS support includes both system software and hardware Configuration Management (CM), software production and deployment, supply support, initial provisioning in support of system modifications, as well as Reliability, Maintainability, and Availability (RM&A) monitoring, analysis, and corrective action. Some specific task areas include:

- Configuration Management
- Technical Drafting/Illustration
- Administrative support duties
- Technical Library Maintenance
- Equipment Procurements Supporting Modifications
- Deployment of Modification Kits
- Program and Project Management

Reference Appendix H for typical tasks associated with this work area.

#### **4.1.7 WA 7 - Program Management (FFP)**

Perform Program Management functions to ensure the appropriate Contractor personnel produce quality products on schedule. The program management function shall include monitoring financial expenditures and providing progress reporting to the Government for this task order. The program management function shall be the central point of contact for interaction with the Government regarding specific work assignments. If the Contractor utilizes subcontractors, the program management function shall also be responsible for managing all subcontractor interface requirements. Some task areas supported are:

- Effective Communication
- Personnel Management
- Financial Management
- Quality Assurance

- Customer Satisfaction
- Project Coordination

Reference Appendix I for typical tasks associated with this work area.

## **4.2 Special Project Requirements**

In addition to the seven WAs, the contractor will support currently defined and Recurring Special Projects (RSPs) as well as currently undefined Future Special Projects (FSPs). The intent of the Special Projects in this task order are to provide some flexibility in tasking the contractor to provide services that are similar in nature to those provided through the seven base WAs but outside the "core" support requirements placed on the ROC.

### **4.2.1 Recurring Special Projects (RSPs)**

Several Special Projects provide a continuous level of support for some portion of the WSR-88D program and are therefore referred to as Recurring Special Projects. The Recurring Special Projects described below shall be supported under this task order from contract start and will likely be renewed each option year until no longer required.

#### **4.2.1.1 Special Project 3, NEXRAD Product Improvement (NPI) Support (T&M)**

While the ROC is responsible to the NWS, Office of Operational Support to provide life-cycle support of the NEXRAD radar network, NEXRAD Product Improvement is provided by the NWS, Office of Science and Technology (OST). Special Project 3 began in 2002 and was established to support the integration of NPI developed systems into the existing WSR-88D baseline, and to augment ROC IT&S support to cover OST staff requirements. This task is likely to continue through the deployment of the Dual Polarized Radar Modification ending in 2012. The task is currently supported by one System Engineer, and one Network/Information Systems Engineer. This SP will be administered as T&M due to the fact that the labor mix and overall effort level will vary according to a particular NPI projects life-cycle.

#### **4.2.1.2 Special Project 7, Software Test Support (FFP)**

In 2002, the ROC accelerated software build deliveries to one build every year. This Special Project was established to support the additional software testing effort required for the accelerated build schedule. This SP will be administered as FFP. This SP is expected to continue indefinitely and is supported by one Computer Programmer IL. This task will be administered as FFP, Travel and overtime requirements are estimated in the SOW Cover Sheet and associated pricing should be included in your FFP. Travel and overtime must be authorized in advance by the COR.

#### **4.2.1.3 Special Project 8, Open Principal User Processor (OPUP) Support (T&M)**

The WSR-88D radars in the NEXRAD network are operated by three agencies, National Weather Service, Federal Aviation Administration, and the U. S. Air Force. The radar data is processed into a standardized format and then distributed to these agencies for further processing and display on agency-unique user interfaces. The USAF agency-unique user interface is supported through the Principal User Processor (PUP), which was recently redesigned using open architecture and is now referred to as Open PUP or OPUP. Although much of the software development and systems engineering for the OPUP is provided under the base work areas, Special Project 8 provides the hardware engineering and installation support for the OPUP. This task is supported by one Electrical Engineer and will be administered as T&M due to the fact that the overall effort level will vary according to a particular OPUP enhancements and/or interface changes being implemented.

#### **4.2.1.4 Special Project 13, Accelerated Software Development Support (FFP)**

As with Special Project 7, this SP was implemented to support the accelerated software build delivery schedule beginning in 2002. This SP will be administered as FFP. This SP provides additional resources to aid in the software development efforts under WA3, Software Engineering; software documentation development under WA2 Documentation Development; software media production under WA6, CM and Logistic Support. This SP is currently supported by two Software Engineers, one Computer Programmer/Analyst, and one Electronics/Installation Technician. Because this task will be administered as FFP, travel and overtime requirements are estimated in the SOW Cover Sheet and associated pricing should be included in your FFP. Travel and overtime must be authorized in advance by the COR.

#### **4.2.1.5 Special Project 26, Radar Maintenance and Hotline Support (T&M)**

This Special Project provides one Meteorologist and one Meteorological Technician to address "trouble calls" from radar meteorologists in the field. This support is normally provided only during normal working hours, but support hours may be extended temporarily following the release of new software builds or other high-volume periods. This SP also provides three Electronic/Installation Technicians to perform shift work on the 24 hour Technical Hotline as well as provide on-site maintenance support to operational radar sites as required. The threat of reducing the number of USAF technicians at the ROC may increase the requirement for contracted support by as much as 4 staff years. Due to the uncertainty of the scope and timing of these changes, this SP will be administered as T&M.

#### **4.2.1.6 Special Project 39, System Status Monitor (SSM) Programmer: (FFP)**

This SP provides one Computer Programmer I to provide programming support the System Status Monitor (SSM) used by ROC Hotline personnel. This SP involves both the development of new functionality in software/databases and the maintenance and enhancement of existing software/databases. This task requires frequent interaction with

ROC Hotline Staff to coordinate activities. This task will be administered as FFP and will require no travel or overtime.

#### **4.2.1.7 Special Project 40, Focal Point Assistance (FFP)**

Each of the NEXRAD tri-agency partners has identified an individual to serve as a Agency Focal Point. The Focal Point serves as a conduit between their agency's user community and the ROC to ensure that the resolution of operational issues receives appropriate emphasis. One of the most significant operational issues of late has been the proliferation of wind turbines and their effect on RF propagation. This SP was established in 2008 to provide an experienced meteorologist to assist the NWS Focal Point in addressing this and other radar and meteorological issues requiring investigation and resolution. Required support is unlikely to extend beyond one meteorologist. Because this task will be administered as FFP, travel and overtime requirements are estimated in the SOW Cover Sheet and associated pricing should be included in your FFP. Travel and overtime must be authorized in advance by the COK.

#### **4.2.1.8 Special Project 41, Additional CM Support (FFP)**

This task will provide technical support related to the development and maintenance of Configuration Management databases and the administration of Configuration Management and NMCSE Linux systems. This will require experience in developing and maintaining databases and database applications using SQL Server, experience developing and maintaining database and database applications using MS Access, experience in Red Hat Linux Administration and working knowledge of documentation standards. This is a new requirement that is currently not supported. It is anticipated that this requirement can be supported by one Database Analyst/Programmer IL. Because this task will be administered as FFP, travel and overtime requirements are estimated in the SOW Coversheet and associated pricing should be included in your FFP. Travel and overtime must be authorized in advance by the CORO.

#### **4.2.1.9 Special Project 42, Systems Engineering Support (FFP)**

This task was established in response to the ROC's pending responsibility for life-cycle support of the NWS Wind Profiling Radar network, currently in development. However, the functions performed under this SP will not be limited to the Wind Profiling Radar. This task will provide augmentation of the support provided under WAO I and may include any tasking described for WAO 10. The Government anticipates that this requirement can be supported by one Systems Engineer. Because this task will be administered as FFP, travel and overtime requirements are estimated in the SOW Cover Sheet and associated pricing should be included in your FFP. Travel and overtime must be authorized in advance by the COK.

#### **4.2.1.10 Special Project 44, Washington Coastal Radar (T&M)**

This special project supports all activities leading to site selection and requirements definition for this new radar. In response to this special project, the contractor will

support a site survey to select an acceptable location for this radar. Additionally, this SP provides one full time Construction Project Manager to provide advisory and assistance to ROC personnel, along with two WSR-88D systems engineers working on a part time basis to define radar requirements. This project began in May, 2009 and is expected to continue through February, 2010. A follow-on special project will likely be initiated to support the preparation of the selected radar site and construction of the radar facility.

#### **4.2.2 Future Special Projects - Indefinite Delivery Indefinite Quantity (IDIQ)**

Special Projects that may be required in the future, called Future Special Projects (FSPs) will be initiated by a Statement of Objective (SOO) developed by and received from the government. The work (research to develop a solution or work to complete the solution developed previously) will be authorized through the issuance of a separate sub task or module containing a SOO. The vendor will respond with a proposal and Statement Of Work (SOW). The work will end when completed per the terms of the SOW. Special Projects will utilize the skills and personnel requirements listed in Appendix L for Future Special Projects and material procurement as necessary.

All Future Special Projects are authorized under a separate CLIN 014 under the terms of the Indefinite Delivery Indefinite Quantity (IDIQ) clause contained in this solicitation. Tasks performed under Future Special Projects will be very similar to those provided under the Base Operations work areas.

In response to this solicitation, the vendor will provide labor rates that can support either a FFP or T&M project and associate those rates with the labor categories provided in Appendix L. Appendix L provides detailed estimates for each skill to be used in support of FSPs to provide uniformity between proposals. The proposed labor rates will be evaluated as part of this award. Refer to IDIQ clause language for additional information. The IDIQ CLIN for FSPs is identified in Appendix M as CLIN 014. The yearly minimum and maximum labor hours are also included in Appendix M. You are not being asked to apply your proposed rates to the estimated hours for FSPs. We are evaluating your labor rates only.

#### **Ordering Procedure for FSPs:**

When a (future) special project is required, the response may be provided in two parts:

- Definition
- Execution

#### **Definition:**

The government task managers will generate a Statement Of Objectives (SOO) as part of a Work Order Request and provide this information to the COR who will in turn provide

it to the GSA CO or PM. The vendor will receive the SOO containing a description of the requirement and be requested to:

- 1) ) Research as necessary to propose a solution to a problem detailed in the SOO and respond with a SOW.
- 2) Provide a price quote to execute the SOW for the SP. Pricing shall be based on either FFP or T&M labor rates. The validity of the pricing should be good for no less than 90 days for government acceptance and execution.

Proposal preparation cost will not be reimbursed as a separate indirect or direct cost outside of the normal work area reimbursement arrangement. This applies to both the Definition Phase and Execution .Phase of a Special Project.

It is expected that the research and resulting proposal required to define the solution and develop a quote in response to the government's SOO for a FSP will be performed under WA7 of this SOW. However, if the research required to develop a solution requires travel, consultants, etc, a proposal can be submitted for government consideration to cover these costs in the definition phase of the solution. The vendor will respond to the SOO with a proposal (SOW) and a sub task order or module will be required to define the terms and support the cost associated with the SOW.

The objective of the Definition phase shall be to conduct the research necessary to fully define the solution and determine the level of effort for executing the solution. Most Special Projects are solution oriented, and once the solution is implemented, the project is terminated. The project may end there or a decision may be made to execute the solution.

### **Execution:**

It is up to the COR to decide if the solution developed by the vendor should be executed. Work performed under the Execution Phase of a Special Project may generate a SOW from the government which will be issued on a sub task order or module prepared by GSA. This SOW will contain a description of the requirement, Level of Effort, performance period, etc. to generate a separate sub task in support of the FSP.

All FSPs may not result from or be generated by the vendor's research. On occasion and though no previous work was performed in the Definition Phase for a Special Project, the government may still require vendor support on a special project in support of the Core Task requirements. The vendor will receive a SOO or SOW from the government and respond with a quote containing pricing, schedule, terms and conditions and this shall result in a separate sub task order or module. The project will be executed, funded and administered on a T&M or FFP basis by issuance of the sub task or module. It is anticipated that the majority of FSPs will require T&M pricing.

### 4.3 Applicable Documents

The following documents form a part of this SOW. If the requirements of the following documents conflict with the requirements of this SOW, the requirements of the SOW shall govern.

#### 4.3.1 Government Documents

The Contractor shall comply with the following documents when performing services under this SOW. Additional documents may be identified in the individual project assignments. Latest revision of these documents will be used.

**Table 1 Applicable Documents**

DESCRIPTION	NUMBER	REVISION
Manuals, Technical: Work Unit Code, Preparation of	MIL-PRF-38769D	2001
Manuals, Technical: General Style and Format Requirements, Preparation of	MIL-STD-38784	2000
Manuals, Technical: Illustrated Parts Breakdown, Preparation of	MIL-PRF-38807C	2001
Federal Meteorological Handbook 11, Doppler Meteorological Radar Observations, Part A	FCM-HI 1A	2006
Federal Meteorological Handbook 11, Doppler Meteorological Radar Observations, Part B	FCM-HI 1B	2005
Federal Meteorological Handbook 11, Doppler Meteorological Radar Observations, Part C	FCM-HI 1C	2006
Federal Meteorological Handbook 11, Doppler Meteorological Radar Observations, Part D	FCM-HI 1D	2006
NEXRAD Maintenance Concept	RG400-MC202	Feb-94
NEXRAD Integrated Logistics Support Plan	R400-IS301B	
Memorandum of Understanding (MOU) between DOC, DOT and DOD for Joint Integrated Interagency Support of NEXRAD Program	MOA	Jun-04
WSR-88D Configuration Management Plan	ROC-PLN-PGM-03	Jul-96
WSR-88D Configuration Control Board Charter	OSF-PLN-SSB-06	Apr-00
National Consensus Standard for Configuration Management	ANSI EIA-649	Aug-98
Configuration Management Guidance	MIL-HDBK-61A	Sep-97
WSR-88D System Modification/Retrofit Management Plan	ROC-PLN-SSB-02	Sep-95
WSR-88D Technical Manual Maintenance Plan	ROC-PLN-PGM-04C	Aug-94
WSR-88D Technical Manuals, Engineering Handbook 6-5XX Series	Various	
WSR-88D Engineering Specifications and Drawings	Various	
Drafting Practices	DPI0001	-

DESCRIPTION	NUMBER	REVISION /DATE
Types of Drawings	DPI0002	A
Drawing Sheet Size and Format	DPI0003	A
Drawing and Part Numbering System	DPI0005	B
Drawing Titles	DPI0006	-
Drawing Notes	DPI0007	-
<b>Revision of Engineering Drawings</b>	DPI0010	-
AGILE - Entering New Documents, Parts, and Bill of Materials	DPI0014	B
AGILE - Entering, Submitting, and Releasing ECO's (Drafting/Hardware CM Functions)	DPI0015	A
AGILE - Entering New Handbooks, Figures, and Artwork	DPI0016	A
Engineering Drawing Development/Update Process	DPI0017	A
Creating a New Artwork	DPI0018	A
Instructions for Assigning New Drawing and ECO Numbers	DPA0904	A
<b>Instructions For Accessing Drawings for Revision Update Using Agile 8.0</b>	DPA0905	A
Instructions for Exporting PDF Files For Artworks and Engineering Drawings From AUTOCAD	DPA0906	A
AGILE -Redlining Attachments in Agile	WPI0009	B
AGILE -ECO Instructions and Workflow	WPI0010	B
<b>Dimensioning and Tolerancing</b>	ASME Y14.5M	94(R2004)
<b>Engineering Drawing" Practices</b>	ASME Y14.100	2004
Identification Marking Notes	MIL-STD-130	F, OR HIGHER

## 5.0 Deliverables

The vendor will provide the deliverables and reports listed in Table 2, below.

**Table 2 List of Deliverables**

Required Deliverables /Reports	Description	Required Due Date
Weekly Activity Reports	The contractor shall submit a <b>report of weekly activities for each work area under the task order</b> . The Task Managers for each Work Area/Special Project will define the format and level of <b>content required, subject to the</b>	Submitted to the COR no later than Tuesday of each week



	approval of the COR. Contractor inputs will be consolidated into the appropriate Branch Activity Report and ROC Weekly Activity Report	
Monthly Activity Report (MSR)	Monthly activity reports may be <b>required for some special</b> projects, as determined by the COR. The required content, level of detail, formats, etc. shall be included in the Statement of Objectives (SOO) which <b>documents the Governments requirement.</b>	Submitted to the COR and GSA Project Manager (PM) no later than the 10th workday of every month
Monthly Budget Reports	The Contractor shall provide a Budget Report of expenditures in hard copy and in electronic media on each contract employee per pay period. Electronic media deliveries shall be compatible with the requisite version of Microsoft Word, Microsoft Excel, Auto Cad, Cadra, Interleaf, <b>Agile, Doors or other software as</b> used by the ROC. The Budget Report shall be divided and reported in two parts: Sustaining Tasks/Projects and Special Projects. The Budget Report shall <b>include on a per employee basis the following: Person's Name, Task under which the person performs, cost for the current invoice period (labor costs, materials costs, and travel costs</b> listed separately and then a total), cost to date for the performance period year (labor costs, materials costs, and travel costs listed separately and then a total), and estimated cost projected to complete the performance period (labor costs, authorized materials and travel costs listed separately and then a total). The Budget Report shall describe any irregularities in charges, and <b>deviations from estimates of</b> hours/costs identified in the task order schedule and negotiated task order/sub-task funding. The Contractor shall also track expenditures of management	Submitted to the COR and GSA ProjectManager (PM) no later than the 10th workday of every <b>month</b>

	<p>personnel by name, including hours worked, authorized travel <b>costs and other direct costs.</b> Budget information will be brought up to date and provided to the COR along with each <b>invoice submitted.</b></p>
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## INSPECTION AND ACCEPTANCE

### 5.1 GENERAL (INCLUDED IN ALL VETS CONTRACTS)

The ordering Agency may include additional inspection and acceptance requirements, other than those enumerated in this section, such as: (1) higher level contract quality requirements, (2) specifically tailored acceptance testing procedures, and (3) quality assurance plans. . In the event of conflict between an order and this contract, the contract shall control.

Some orders may have work containing a combination of fixed-price (FP), time-and-materials (T&M), and labor-hour (LH) terms. The ordering Agency is responsible for identifying the applicable order type(s), which must be stated in the order.

FAR 52.252-2 CONTRACT CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): <http://www.acqnet.gov/far/>.

CLAUSE ..	CLAUSE TITLE . . . . .	DATE '	FP .	TM/LH .
52.246-2	Inspection of Supplies-Fixed Price -Alternate I (July 1985).	Aug-96	x	
52.246-4	Inspection of Services-Fixed Price	Aug-96	x	
52.246-6	Inspection-Time And Material And Labor-Hour	May-01		x
52.246-12	Inspection Of Construction	Aug-96	x	
52.246-15	Certificate Of Conformance	Apr-84	x	
52.246-16	Responsibility of Supplies	Apr-84	x	

### 5.1 Inspection and Acceptance

Only the COR, his designated alternate, the GSA Project Manager (PM) or GSA Contracting Officer (CO) have the authority to inspect, accept, or reject deliverables.

In the absence of other agreements negotiated with respect to time provided for government review, deliverables will be inspected in accordance with all specifications stated in the SOW. The acceptance of deliverables and satisfactory work performance required herein shall be based on Table 3. The contractor shall be notified of the COR's and PM findings within 5 work days. If the deliverables are not acceptable, the COR will notify the PM immediately.

## 5.2 Unsatisfactory Work

Performance by the Contractor to correct defects found by the Government as a result of quality assurance surveillance and by the Contractor as a result of quality control, shall be IAW FAR 52.246-2 Inspection of Supplies, Fixed Price, FAR 52.246-4 Inspection of Services, Fixed Price and FAR 52.246-6 Inspection -Time and Material and Labor Hour; whichever is applicable to the unsatisfactory services, defective items or unsatisfactory deliverables. The COR will monitor compliance and report to the GSA FAS PM and CO. The CO is responsible for reporting performance data into the Contractor Performance System no less than once a year and this information may affect the contractor's performance ratings.

Table 3 Performance Matrix

Desired End Result	Feature(s) of end result to be surveilled.	Required performance level for each feature.	Method of review and approval of deliverables	Incentives/Quality Link
WAI: Engineering Projects are managed effectively and are ultimately successful	ECP's are complete, accurate, and timely	90% of ECP's are compliant	Audits, Task Monitor, and/or COR review of	
	Project team members are informed	90% of projects are compliant	Evidence of Team Mtg minutes in Agile	
	Technical documentation is complete, timely, and accurate	90% of documentation is compliant	ECP Reviews	
	Project meets requirements	100% of projects meet technical requirements	Testing, team feedback, and customer satisfaction	
WA2: Documentation is correct and timely	Technical errors	Less than 1 error per 200 pages	Task Monitor review	

	Other Errors	<b>Less than 1 error per 100 pages</b>	
	Support of project schedule	<b>Within 10% of time scheduled for activity</b>	
WA3: New Software Development	Compliance with <b>requirements</b>	<b>Meets 95% of requirements</b>	Task Monitor review/IV & V Testing
	System degradation (performance regression)	No performance degradation	
	<b>Documentation completeness and accuracy</b>	95% of <b>documentation is compliant</b>	Task Monitor review/ECP review
WA3: New Software Development WA4: IT&S Support	Design meets <b>Government network security requirements</b>	100% of <b>requirements met</b>	Task Monitor <b>review</b>
WA4: IT&S Support WA5: Test Bed Support	Systems available without avoidable disruptions	Available 95% of scheduled <b>time</b>	Task Monitor <b>review</b>
WA5: Test Bed Support.	Test bed is configured IAW <b>tester requirements</b>	Correct 95% of <b>the time</b>	Task Monitor <b>review</b>
	Test Bed schedule is <b>coordinated and posted</b>	100% compliant	
	Test bed is available when scheduled	Within 15 <b>minutes of scheduled time</b>	
WA6: Integrated Logistics & CM Support	Databases are <b>current and complete</b>	95% of times <b>reviewed</b>	Task Monitor <b>review</b>
	CM <b>documentation is current and complete</b>		<b>Project team review in Agile</b>
	Technical drawings are <b>accurate and timely</b>		
	Engineering <b>projects are properly supported</b>		ECP Attachment M <b>review and Deployment Schedule</b>

WA7: Program Management	Contractual documentation is timely and accurate	95% of times reviewed	COR review and review of Agile history
	Quality Assurance activities are evident	100% compliant	
	Contractual requirements are met		
	Deliverables are accurate and timely	95% of deliverable are compliant	

## 6.1 Other Requirements

## 6.2 Skills, Relevant Experience, SOW Level of Effort

The vendor must demonstrate their proficiency in the operation and use of systems similar to those in-place at the NWS ROC and listed in Appendix J, which describes the desired software application and equipment knowledge. Appendix K identifies the desired and required skills, experience and education associated with each work area and known special projects.

The required level of effort (LOE) for the Base Work Areas and the estimated LOE for the RSPs are identified in Appendix L. An offeror proposing other than the required level of effort for the Base Work Areas will be considered technically unacceptable and no longer considered for award. An offeror proposing a higher or lower level of effort than the estimated level of effort for RSPs must provide the rationale in the proposal for the increase or decrease. An offeror proposing less than the estimated level of effort for RSPs risks the government determining it does not sufficiently understand the requirements of the SOW. The government considers 1920 hours to be a staff year (this total excludes holidays).

### 6.2.1 General Requirements

The Contractor shall be responsible for employing qualified personnel to perform the services required by this task order. The Contractor must have the personnel, organization, and administrative control necessary to ensure that each project is completed satisfactorily. If questions arise that the Contractor is using other than qualified personnel, the Contractor shall provide proof that personnel do possess proper qualifications and experience upon request by the COR.

The Contractor will propose the number and type of position vacancies to be filled. Appendix K titled, "Position Requirements and Qualifications," is provided to list the types and qualifications of the skills desired and required to perform current and future sub-task requirements.

Contractor personnel may, due to normal employee attrition, result in new hires. The contractor shall submit a copy of the resume of the contractor employee substitute or new hire at the time any vacancy is filled. The standards that will be used to review proposed applicants can be found in Appendices J and K. Any proposed deviation from the listed employee standards must be approved by the COR. Vacant contractor positions shall be filled within 60 days after the employee's departure or agreement on the scope of new task order subtasks. The Contracting Officer may allow an exception to the 60 days on a case-by-case basis, for example waiting for college graduates to become available, hard to find unique skilled positions, etc.

Appendix L provides staffing levels and types of employees required to perform the related task requirements for the Core Work Areas. This information reflects the **mandatory level of effort** to be used by offerors in developing proposals for the Core Work Areas. As stated above, no exception to this level of effort should be taken in preparation of your quote.

Appendix L also provides the estimated staffing level for the Recurring Special Projects and the estimated staffing level for the Future Special Projects. The NWS ROC estimates that the vendor will require the level of effort (LOE) identified in Appendix L to complete the RSP and FSP tasks. If exceptions to these estimates for RSP and FSP's are taken, offerors must provide the rationale in their proposals for any proposed increase or decrease in the estimated LOE.

The contractor shall not employ persons on this award if such employees are identified to the contractor by the COR as a potential threat to the health, safety, security, general well being, or operational mission of the installation and its population.

### **6.2.2 Task Order Manager General Requirements**

The Contractor shall designate a Task Order Manager for the task order. The TO Manager shall be responsible for the management of all assigned contractor personnel and overall coordination of the task order. The Task Order Manager shall act as the central point of contact with the Government and interact directly with COR regarding administration of this contract. The Manager shall have the authority to represent and commit the Contractor in dealing with the Government.

The Task Order Manager shall be physically located on-site at the ROC facility. At a minimum, the Task Order Manager shall be on-site during normal working hours, which are 8:00 am - 5:00 pm, Monday through Friday. Occasional work outside normal working hours will be required and the Task Order Manager shall be available as the situation dictates. A flexible work schedule (with core hours of 9:00 am to 3:00 pm Monday through Friday) comparable to Government schedules may be used when approved by the COR.

Should the Task Order Manager be temporarily absent, an individual shall be designated in writing to act as alternate. The CO and COR shall be notified of the name of the individual to act as alternate.

The Task Order Manager shall be responsible for supervision, overall management and reporting for the task order.

### **6.2.3 Contractor Procurements in Support of Tasking**

The contractor shall be required to procure items in support of the execution of this task order. Whenever possible, the procurement of items in support of a task shall be included in the contractor's proposal relating to the task and must be included in the initial proposal for items needed to support FFP work areas. For procurements not specifically included in a proposal, the Task Order Manager must request authorization from the COR prior to procuring items. The COR may delegate procurements below specified dollar levels to Task Monitors as deemed appropriate. The procurement of ODC's must comply with the terms of the Vets GWAC and this task award. All cost elements associated with FFP work areas must be included in the overall pricing submitted in response to this solicitation. To assist in the development of Firm Fixed Pricing, the government has listed the GFP and GFI that will be provided by the government. Everything else must be provided by the vendor and must be included for the FFP work areas.

### **6.2.4 Contractor Staff Training**

The Contractor shall provide fully trained and experienced personnel required for performance under this task order. Training of Contractor personnel shall be provided by the Contractor at the Contractor's expense, except when upon receipt of a Contractor request for training and the Contracting Officer or Contracting Officer's Representative has provided written approval in advance determining it to be in the best interest of the Government:

- For training to meet special requirements that are peculiar to a specific TO; or
- For limited training of Contractor employee(s) when the Government changes the hardware and/or software during performance of an on-going task.

The Government will not authorize training for Contractor employees to attend seminars, Symposia, or User Group Conferences, unless certified by the Contractor and the client agency/organization that attendance is mandatory for the performance of a TO's requirements. When training is authorized by the COR in writing under the conditions set forth above, the Government will reimburse the Contractor for tuition, travel, and per diem, if required.

Training at Government expense will not be authorized for the purpose of keeping Contractor personnel abreast of advances in the state-of-the-art or for training Contractor

employees on equipment, computer languages, and computer operating systems that are available on the commercial market.

If contractor personnel who have received training at Government expense are removed from the task order for any reason, the contractor shall be responsible for providing like training for the replacement person(s) at no expense to the Government. For tasks administered as T&M, "no expense to the Government" means that the contractor shall not invoice the Government for labor hours or travel of contractor personnel receiving the required training for the duration of the training.

### **6.2.5 Replacement of Contractor Personnel**

The success of this task order is highly dependent upon the quality of contractor personnel that support the effort. Through the course of this task order, it is likely that contractor personnel will be replaced for a variety of reasons. Any candidates proposed by the contractor to replace a departing contract employee would ideally be at least as qualified in terms of training and experience as the contract employee they are proposed to replace. The replacement must at least meet the qualifications stated in the SOW. After award of this task when a new hire is being considered the Contractor shall submit a copy of the resume of the contractor employee substitute or new hire at the time any vacancy is filled.

## **6.2 Place, Hours, and Period of Performance**

### **6.2.1 Place of Performance**

The majority of work supporting this task will be completed at the Radar Operations Center. Some travel will be required for attendance at special meetings associated with this task. This task will require the contractor to travel to NWS, DOD, and FAA radar installations within the continental United States (CONUS) and Outside the CONUS (OCONUS).

In support of this Task Order, contractor personnel may be authorized by the COR to "telecommute" on a limited basis. In order to be eligible to telecommute, contractor personnel must meet the same requirements as Government personnel and must present some rationale that justifies the advantage of telecommuting over working at their normal work place. The Task Order Manager will receive requests for telecommuting and request authorization from the COR as required. The contractor must conform to all local site and base access requirements.

### **6.2.2 Hours of Performance**

Any work performed at government locations will be during normal duty hours (8AM-5PM) unless otherwise approved by site personnel.

Contract personnel shall not generally work on designated federal holidays or at any other time that Government employees are dismissed from working. Examples of



circumstances that might result in unforeseen dismissal of employees includes, but is not limited to; inclement weather, loss of electrical power, various emergencies, and 1 hour early dismissal prior to a major holiday. The contractor shall not invoice the Government for personnel in either T&M or FFP work areas for hours not worked during the period of such dismissals. If the government determines that it is warranted, contractor personnel may be allowed to work during times when the Government workforce is generally absent if requested by the contract manager and approved by the COR.

### 6.2.3 Contractor Travel and Overtime

In support of this Task Order, contractor personnel shall be required to travel to various locations and work in excess of 40 hours/week on occasion. In general, all contractor travel and overtime shall be approved by the COR in advance in writing. The COR may delegate authority to approve travel and overtime to Government Task Monitor(s) as deemed appropriate. A listing of travel and overtime anticipated for employees in the firm fixed price work areas has been provided to allow the associated cost to be included in the FFP proposal. FFP employee travel shall be included in the vendor's FFP pricing based on the estimates provided in this SOW. Only workers in the T&M priced work areas, travel on a cost reimbursable basis.

During performance, for T&M work area employees, only actual travel costs are reimbursed in accordance with the Federal Acquisition Regulations (FAR) and other applicable regulations, subject to the COR's approval.

### 6.2.4 Period of Performance (PoP):

The initial PoP for this task is anticipated as October 1, 2009 through July 31, 2010, and nine 1-year option periods thereafter. The following FAR clauses are incorporated herein by reference:

FAR Clause **52.217-5 Evaluation of Options (Jul 1990)**: Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the *total* price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

FAR Clause **52.217-8 Option to extend Services (Nov 1999)**: The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor given at any time prior to contract expiration.

FAR Clause 52.217-9 Option to Extend the Term of the Contract (Mar 2000): The Government may extend the term of this contract by written notice to the Contractor

given at any time prior to the expiration of the current period of performance, provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 3 days prior to the modification to extend is issued by the CO. The preliminary notice does not commit the Government to an extension.

If the Government exercises this option, the extended contract shall be considered to include this option clause.

The total duration of this contract, including the exercise of any options under this clause, shall not exceed 10 years.

### **6.3 Funding for Time and Material Work Areas, Vendor Notification Responsibility**

This project will be incrementally funded for the T&M portion of the task. Funds will be added to this task as they become available. Contractor shall not perform work resulting in charges to the government that exceed obligated funds. The Contractor shall notify the Contracting Officer in writing, whenever it has reason to believe that in the next 60 days, the charges to the government will exceed 75% of the obligated funds. The notice shall state the estimated amount of additional funds required to complete performance of this task. The government is not obligated to reimburse the Contractor for charges in excess of the obligated funds and the Contractor is not obligated to continue performance or otherwise incur costs that would result in charges to the government in excess of the amount obligated under this order.

### **6.4 Privacy Act**

Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

### **6.5 Personal Service**

The client has determined that use of the GSA contract to satisfy this requirement is in the best interest of the government, economic and other factors considered, and this task order is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal services contract".

### **6.6 508 Compliance.**

The following exceptions to section 508 apply:

- Systems that are critical to the direct fulfillment of military or intelligence missions and do not include a system that is to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications).

- Agencies are not required to make products owned by the agency available for access and use by individuals with disabilities at a location other than that where the electronic and information technology is provided to the public.
- Products located in spaces frequented only by service personnel for maintenance, repair, or occasional monitoring of equipment are not required to comply with this part.

## **6.7 Security**

### **6.7.1 Contractor Personnel Security Requirements**

(1352.237-71 Security Processing Requirements for Contractor/Subcontractor Personnel Working on a Department of Commerce Site or IT System (High or Moderate Risk Contracts) (December 2006)

#### **A. Investigative Requirements for High and Moderate Risk Contracts**

All contractor (and subcontractor) personnel proposed to be employed under a High or Moderate Risk contract shall undergo security processing by the Department's Office of Security before being eligible to work on the premises of any Department of Commerce facility, or through a Department of Commerce IT system. All Department of Commerce security processing pertinent to this contract will be conducted at no cost to the contractor. The level of contract risk will determine the type and scope of such processing as noted below.

##### **1. Non-IT Service Contracts**

- a. High Risk -Background Investigation (BI)
- b. Moderate Risk -Moderate Background Investigation (MBI)

##### **2. IT Service Contracts**

- a. High Risk IT -Background Investigation (BI)
- b. Moderate Risk IT -Background Investigation (BI)

3. In addition to the investigations noted above, non-U.S. citizens must have a pre-appointment check that includes a Customs and Immigration Service (CIS -formerly Immigration and Naturalization Service) agency check.

#### **B. Additional Requirements for Foreign Nationals (Non-U.S. Citizens)**

To be employed under this contract within the United States, non-U.S. citizens must have:

- Official legal status in the United States

- Continuously resided in the United States for the last two years; and
- Advance approval from the servicing Security Officer of the contracting operating unit in consultation with the Office of Security (OSY) headquarters. (OSY routinely consults with appropriate agencies regarding the use of non-U.S. citizens on contracts and can provide up-to-date information concerning this matter.)

### C. Security Processing Requirement

#### I. Processing requirements for High and Moderate Risk Contracts are as follows:

##### a. The contractor must complete and submit the following forms to the Contracting Officer Representative (COR):

- Standard Form 85P (SF-85P), Questionnaire for Public Trust Positions;
- FD-258, Fingerprint Chart with OPM's designation in the ORIBlock; and
- Credit Release Authorization.

##### b. The COR will review these forms for completeness, initiate the CD-254, Contract Security Classification Specification, and forward the documents to the cognizant Security Officer.

##### c. Upon completion of the security processing, the Office of Security, through the servicing Security Officer and the COR, will notify the contractor in writing of the individual's eligibility to be given access to a Department of Commerce facility or Department of Commerce IT system.

2. Security processing shall consist of limited personal background inquiries pertaining to verification of name, physical description, marital status, present and former residences, education, employment history, criminal record, personal references, medical fitness, fingerprint classification, and other pertinent information. For non-U.S. citizens, the COR must request an Immigration and Customs Enforcement (formerly INS) agency check. It is the option of the Office of Security to repeat the security processing on any contract employee at its discretion.

### D. Notification of Disqualifying Information

If the Office of Security receives disqualifying information on a contract employee, the COR will be notified. The COR, in coordination with the contracting officer, will immediately remove the contract employee from duty requiring access to Departmental facilities or IT systems. Contract employees may be barred from working on the premises of a facility for any of the following:

- Conviction of a felony of a crime of violence or of a misdemeanor involving

- moral turpitude.
- Falsification of information entered on security screening forms or of other documents submitted to the Department.
- Improper conduct once performing on the contract, including criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct or other conduct prejudicial to the Government regardless of whether the conduct directly related to the contract.
- Any behavior judged to pose a potential threat to Departmental information systems, personnel, property, or other assets.

NOTE: Failure to comply with the requirements may result in termination of the contract or removal of some contract employees from Department of Commerce facilities or access to IT systems.

E. Access to National security Information

Compliance with these requirements shall not be construed as providing a contract employee clearance to have access to national security information.

F. The Contractor shall include the substance of this clause, including this paragraph, in all subcontracts.

[End of Clause]

**Note:** Due to the fact that this task order does not permit connection of any contractor IT system, the Certification and Accreditation (C&A) requirements of Clause 1352.239-73 (below) do not apply, and a Security and Accreditation Package is not required. However, all other requirements of Clause 1352.239-73 do apply.

1352.239-73 Security Requirements For Information Technology Resources (October 2006)

(a) Applicability. This clause is applicable to all contracts that require Contractor electronic access to Department of Commerce sensitive non-national security or national security information contained in systems, or administrative control of systems that process or store information, that directly support the mission of the Agency.

(b) Definitions. For purposes of this clause the term "Sensitive" is defined by the guidance set forth in:

- (1) Sensitive information "... any information, the loss, misuse, or unauthorized access, to or modification of which could adversely affect the national interest or the, conduct of federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (The Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy."

(2) For purposes of this clause, the term "National Security" is defined by the guidance set forth in:

- The DOC IT Security Program Policy and Minimum Implementation Standards, Section 4.3 (<http://www.osec.doc.gov/cio/ITSIT/DOC-IT-Security-Program-Policy.htm>).
- The DOC Security Manual, Chapter 18 (<http://home.commerce.gov/ocy/SecurityManual/Security%20Manual%20Contents2.pdf>).
- Executive Order 12958, as amended, Classified National Security Information. Classified or national security information is information that has been specifically authorized to be protected from unauthorized disclosure in the interest of national defense or foreign policy under an Executive Order or Act of Congress.

(3) Information technology resources include, but are not limited to, hardware, application software, system software, and information (data). Information technology services include, but are not limited to, the management, operation (including input, processing, transmission, and output), maintenance, programming, and system administration of computer systems, networks, and telecommunications systems.

(c) The Contractor shall be responsible for implementing sufficient Information Technology security, to reasonably prevent the compromise of DOC IT resources for all of the contractor's systems that are interconnected with a DOC network or DOC systems that are operated by the Contractor.

All Contractor personnel performing under this contract and Contractor equipment used to process or store DOC data, or to connect to DOC networks, must comply with the requirements contained in the *DOC Information Technology Management Handbook* ([http://www.osec.doc.gov/cio/cio\\_it\\_policy\\_page.htm](http://www.osec.doc.gov/cio/cio_it_policy_page.htm))

Contractor personnel requiring a user account for access to systems operated by the Contractor for DOC or interconnected to a DOC network to perform contract services shall be screened at an appropriate level in accordance with Commerce Acquisition Manual 1337.70, *Security Processing Requirements for Service Contracts*.

Within 5 days after contract award, the Contractor shall certify in writing to the COR that its employees, in performance of the contract, have completed initial IT security orientation training in DOC IT Security policies, procedures, computer ethics, and best practices, in accordance with *DOC IT Security Program Policy*, chapter 15, section 15.3. The COR will inform the Contractor of any other available DOC training resources. Annually thereafter the Contractor shall certify in writing to the COR that its employees, in

performance of the contract, have completed annual refresher training as required by section 15.4 of the *DOC IT Security Program Policy*.

Within 5 days of contract award, the Contractor shall provide the COR with signed acknowledgement of the provisions as contained in Commerce Acquisition Regulation (CAR), 1352.209-72, *Restrictions Against Disclosures*.

The Contractor shall afford DOC, including the Office of Inspector General, access to the Contractor's and subcontractor's facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection, investigation, and audit to safeguard against threats and hazards to the integrity, availability, and confidentiality of DOC data or to the function of computer systems operated on behalf of DOC, and to preserve evidence of computer crime.

For all Contractor-owned systems for which performance of the contract requires interconnection with a DOC network or that DOC data be stored or processed on them, the Contractor shall provide, implement, and maintain a System Accreditation Package in accordance with chapter 6 of the *DOC IT Security Program Policy*. Specifically, the Contractor shall:

Within 14 days after contract award, the contractor shall submit for DOC approval a System Certification Work Plan, including project management information (at a minimum the tasks, resources, and milestones) for the certification effort, in accordance with *DOC IT Security Program Policy*, Section 6.5.2. The Certification Work Plan, approved by the COR, in consultation with the DOC IT Security Officer, or Agency/Bureau IT Security Manager/Officer, shall be incorporated as part of the contract and used by the COR to monitor performance of certification activities by the contractor of the system that will process DOC data or connect to DOC networks. Failure to submit and receive approval of the Certification Work Plan may result in termination of the contract.

Upon approval, the Contractor shall follow the work plan schedule to complete system certification activities in accordance with *DOC IT Security Program Policy* section 6.2, and provide the COR with the completed System Security Plan and Certification Documentation Package portions of the System Accreditation Package for approval and system accreditation by an appointed DOC official.

Upon receipt of the Security Assessment Report and Authorizing Official's written accreditation decision from the COR, the Contractor shall maintain the approved level of system security as documented in the Security Accreditation Package, and assist the COR in annual assessments of control effectiveness in accordance with *DOC IT Security Program Policy*, section 6.3.1.2.

(j) The Contractor shall incorporate this clause in all subcontracts that meet the conditions in paragraph (a) of this clause.

[End of Clause]

#### **6.7.2 FAR Clause 52.204-9**

FAR Clause 52.204-9 Personal Identity Verification of Contractor Personnel (Sept 2007)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have **routine** physical access to a Federally-controlled facility and/or **routine** access to a Federally-controlled information system.

(c). Homeland Security Presidential Directive 12 (HSPD-12) was issued to implement the policy of the United States to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy by establishing a mandatory, Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractors (including contractor employees). Under this directive, the heads of executive departments and agencies are required to implement programs to ensure that identification issued by their departments and agencies to Federal employees and contractors meets the Standard. This policy can be found at the following website: <http://www.whitehouse.gov/news/releases/2004/08/20040827-8.html> .

(d) In performance of services under this task, contractor shall insure all its personnel who require physical access to Federally controlled facilities and access to Federally controlled information systems **by 27 October 2007**, have been issued identification in compliance with Homeland Security Presidential Directive-12 (HSPD-12) policy. Contractor hereby confirms they will comply with the government agency's identification procedure that is implementing HSPD-12 policy and affirms all of their employees working on the task order will be cleared for access by the client agency's Security/Identification office responsible for implementing HSPD-12 policy no later than 6 months after signing this modification.

(e) The Security/Identification point of contact for the client agency that is responsible for implementing their HSPD-12 compliant policy is:

John England-Gordon  
NWS HQTR Route: W/CIO  
BLDG SSMC2, Room 17413  
1325 EAST WEST HWY  
Silver Spring MD 20910-3283  
[John.england-gordon@noaa.gov](mailto:John.england-gordon@noaa.gov)



(301) 713-1360 Ext. 118

(f) All cost associated with the required clearances shall be borne by the contractor except as otherwise stated in the SOW or IAW the Government client's agency procedures for compliance.

## **6.8 Safety**

The Contractor shall perform all tasks in such a manner as to ensure the safety of all individuals associated with this SOW and associated tasks. During the performance of tasks, if it becomes apparent at any time that continuation of work may result in damage to equipment or structures or cause injury to personnel, the Contractor must stop that portion of work and report the circumstances immediately to the COR. It shall be the Contractor's responsibility to comply with all federal, state, and local safety regulations, procedures, and instructions. It shall be the Contractor's responsibility to adhere to all applicable Occupational Safety and Health Act (OSHA) standards and documents during performance of tasks under this contract.

The contractor must also follow NWS Manual 50-1115, Safety & Environmental Occupational Safety & Health.

## **6.9 Records**

All records and data, except as set out in paragraphs 5.0 for hard copies, shall be documented in deliverable reports (electronically). Any databases/code shall be delivered electronically and become the sole property of the United States Government.

All deliverables become the sole property of the United States Government. The Government, for itself and such others as it deems appropriate, shall have unlimited rights under this contract to all information and materials developed under this contract and furnished to the Government and documentation thereof, reports and listings, and all other items pertaining to the work and services pursuant to this agreement including any copyright. Unlimited rights under this contract are rights to use, duplicate, or disclose data, and information, in whole or in part in any manner and for any purpose whatsoever without compensation to or approval from the Contractor. The Government will at all reasonable times have the right to inspect the work and will have access to and the right to make copies of the above-mentioned items. All digital files and data, and other products generated under this contract, shall become the property of the Government.

Copyright: Any software and computer data/information developed, as a component of this contract shall have the following statement attached to documentation:

"This computer program is a work effort for the United States Government and is not protected by copyright (17 U.S. Code 105). Any person who fraudulently places a copyright notice on, or does any other act contrary to the provisions of 17 U.S. Code

506(c) shall be subject to the penalties provided therein. This notice shall not be altered or removed from this software or digital media, and is to be on *all* reproductions."

552.227-70 Government Rights (Unlimited). (May 1989)

The Government shall have unlimited rights in all drawings, designs, specifications, notes and other works developed in the performance of this contract, including the right to use same on any other Government design or construction without additional compensation to the Contractor. The Contractor hereby grants to the Government a paid-up license throughout the world to all such works to which he may assert or establish any claim under design patent or copyright laws. The Contractor for a period of three years after completion of the project agrees to furnish the original or copies of all such works on the request of the Contracting Officer.

(End of clause)

## **6.10 Government Furnished Property, Facilities, Support, and Information**

### **6.10.1 Government Furnished Facilities**

Facilities. The Government shall provide working space and furnishings for task order personnel consistent with facilities provided to government employees in that work area. All facilities comprising the WSR-88D Radar Operations Center in Norman, Oklahoma. The contractor shall make no charge to the task order either for direct or indirect costs, for facilities in the Norman, OK area. The contractor will be granted access at facilities. The Government will provide all working space, computers, furniture, office supplies, and telephones for Contractor personnel located in Government facilities. The Contractor will be granted use of ROC test facilities for prototype development, testing, and associated problem resolution on modifications under development. Use of these facilities and equipment must be coordinated through the test bed manager. The contractor is additionally tasked to use and/or maintain other equipment identified in the SOW.

### **6.10.2 Services**

The following services will be provided by the Government:

- Utilities. Contractor employees will be provided the same utilities as those provided ROC employees while located at the ROC. The contractor shall use Government furnished utilities in a prudent manner.
- Telephone. The Government shall furnish telephone service to the work area for official use only.
- Janitorial Services. The Government shall provide the same janitorial service to the Contractor as provided for ROC.

### **6.10.3 General Supplies and Equipment**

The Contractor shall provide office supplies and materials required in the conduct of its own business.

For contractor personnel located at the ROC, the Government shall provide basic supplies and materials normally available to Government employees including personal computers and applications software. The Contractor may purchase some supplies and materials.

The cost of these supplies and materials shall be reimbursed to the Contractor as a direct cost for T&M work areas only. Any additional supplies required to support FFP work areas shall be paid for by the vendor and included in their proposal submitted in response to this solicitation as they will not be reimbursed separately.

Certain assigned tasks may require special supplies, tools, or equipment. The Government may choose to provide these items or authorize the Contractor to buy them.

Request by the Contractor for reimbursement of supplies and equipment, utilized in the performance of this SOW, will be submitted through the standard voucher methods.

The Government will supply the Contractor with personal computers and software necessary in the performance of this task order. The Contractor shall inventory and provide periodical updates on the status of such property to the COR. All Government provided equipment will be maintained by the Government. The Contractor will determine operational status of all equipment. It shall be the Contractor's responsibility to notify the COR or his designated representative of any malfunctions or suspected improper equipment performance. Other Government furnished items will be identified as part of work assignments.

### **6.10.4 Government Furnished Information**

The Contractor shall comply with documented procedures when performing services under this SOW. Latest revision of the documents listed in paragraph 4.3.1 will be accessible to the contractor. Additional documents may be identified in the individual project assignments, and will be made available to the contractor if possible.

The contractor shall specifically identify in their proposal the type, amount, and time frames required for any government resources.

### **6.11 Contractor Furnished Items**

Materials are to be provided by the contractor when essential to the task performance of this SOW and specifically approved by the client representative, not to exceed the ceiling price identified. Materials purchased in support of FFP work areas as part of the initial proposal do not require advance COR approval. However, all materials purchased by the contractor for the use or ownership of the Federal Government, becomes the property of the Federal Government.

The offeror shall itemize any known ODCs for evaluation purposes. ODCs shall be obtained IAW terms of the VETS GWAG

## 6.12 FAR Clauses Incorporated by Reference

In addition to the applicable clauses contained in the VETS GWAC, the following clauses applicable to FFP and T&M services and supplies are included in this task for added emphasis of their applicability:

52.212-3	Offeror Reps and Certs -Commercial Items (June 2006)
52.212-4	Contract Terms and Conditions-Commercial Items (FEB 2007)
52.212-5	Contract Terms & Conditions Req'd to Imp Statues and EO's (Jun 2008)
52.219-14	Limitations in Subcontracting (Dec 1996)
52.219-28	Post Award Small Business Program Representation (JUN 2007)
52.227-14	Rights in Data – General (June 1987) Alt II (June 1987)
52.228-5	Insurance - Work on Government Installation (JAN 1997)
52.232-1	Payments -Fixed Price (April 1984)
52.232-33	Payment by Electronic Funds Transfer-Central Contractor Registration (Oct 2003)
52.232-7	Payments Under Time & Materials & Labor Hours Contracts (FEB 2007)
52.233-1	Disputes (July 2002)
52.233-1	Disputes – Alternate I (Dec 1991)
52.237-2	Protection of Government Buildings, Equipment, Vegetation (APR 1984)
52.239-1	Privacy or Security Safeguards (Aug 1996)
52.243-1	Changes-Fixed Price (Aug 1987)
52.243-3	Changes-Time & Material or Labor Hours (SEPT 2000)
52.245-1	Government Property (JUN 2007)
52.246-2	Inspection of Supplies -Fixed Price (Aug 1996)
52.246-6	Inspection Time & Material Labor Hour (MAY 2001)
52.249-14	Excusable Delays (APR 1984)
552.212-71	Contract terms (Jul 2003)
552.227-70	Government Rights (Unlimited). (May 1989)
552.237-70	Qualifications of Offerers (May 1989)
552.237-71	Qualifications of Employees (May 1989)

The following clauses apply only to the Future Special Project CLIN only.

Identification of Ordering Office: Only the General Services Administration identified on the face of the resulting award is authorized to issue the task award (also called Core Task) and the associated sub task orders (also called modules) that will be issued against the Core Task.

### 52.216-18 Ordering.

ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract (for Recurring Special Projects and Future Special Projects) shall be ordered by issuance of task orders (also called modules) by the individuals or activities designated in the Schedule. Such orders may be issued

from the effective date of the basic task award (Core Task) through the expiration date of the basic task award (Core Task) [insert dates].

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the *event* of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the *Government* deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

## **52.216-19 Order Limitations.**

### ORDER LIMITATIONS (OCT 1995)

(a) *Minimum order.* When the *Government* requires supplies or services covered by this contract in an amount of less than 8 hours of labor for any single labor category (see Appendix L) for FSPs the *Government* is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

{b) *Maximum order.* The Contractor is not obligated to honor-

(1) Any single order in excess of 34,560 labor hours in one year for the labor categories identified in the "Future" column of Appendix L (to support a projected future requirement) ;

(2) Any order for a combination of items in excess of 34,560 labor hours in a year for the labor categories identified in the "Future" column of Appendix L (to support a projected future requirement);

or

(3) A series of orders from the same ordering office within 180 days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (*i.e.*, includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the *Government* is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 7 calendar days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) or provide the services called for and the reasons. Upon receiving this notice, the *Government* may acquire the supplies or services from another source.

(End of clause)

## **52.216-22 Indefinite Quantity.**

As prescribed in 16.506(e), insert the following clause:

INDEFINITE QUANTITY (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; *provided*, that the Contractor shall not be required to make any deliveries under this contract after JI months after expiration of the task award (Core Task).

## 7.1 Invoicing/ Procedures for Payment

Invoice submission is a two step process:

Vendor shall develop Acceptance Information document in ITSS (<https://it-solutions.gsa.gov>) and attach a soft (electronic) copy of invoice with all required back-up documentation. The vendor must obtain client acceptance through ITSS.

Vendor shall complete invoice form on the Finance web site ([www.Jifinance.gsa.gov](http://www.Jifinance.gsa.gov)) and attach a soft (electronic) copy of invoice. From this site, go to Obtain Password/Sign-Up for email notification.

The vendor shall submit documentation in ITSS on Acceptance Information document and include copy of invoice and required back-up attached. After review of invoice and the determination of validity, the NWS ROC COR will accept and GSA PM will approve the invoice via the GSA/FTS web site (ITSS).

When submitting invoices vendors must ensure they comply with the following guidelines:

- Submit each invoice only once. Submitting multiple copies confuses and delays processing.
- If editing is required, update the first submission; don't create a second invoice submission.

- Make sure the invoice amount and the acceptance document amount are the same.
- Use the invoice number for both the Finance and ITSS submission. Don't use voucher numbers. Always enter the invoice number on the Acceptance document in ITSS. The invoice number must be identical in both sites.
- Do not use special characters in the invoice number, only alpha and/or numeric. No spaces in invoice number.
- If an invoice is rejected, a corrected invoice will be submitted using the original invoice number with some type of unique identifier attached; i.e. "R" to denote resubmission which will make the invoice number unique. Each invoice submission must have an invoice number that is unique.

The vendor is responsible for ensuring client acceptance of invoices. This can be accomplished in ITSS or the contractor may have the client sign a hard copy of the invoice prior to attaching the acceptance information in ITSS as directed in step I above.

### **7.1 Timing of invoices**

The vendor shall submit invoices for payment of completed deliverables as authorized by the awarded SOW and vendor proposal and as accepted by the NWS ROC COR.

For T&M tasks, the vendor will issue invoices monthly for the prior month's services. The NWS ROC COR will certify that the contractor performed IAW the SOW and that the government received the hours and/or materials billed by the contractor at the agreed prices/rates.

The requirements of FAR 52.232-7, Payments under Time-and-Materials and Labor-Hour contracts apply. The GSA PM will certify the invoice for payment.

The GSAPM will certify all invoices for payment.

### **7.2 Payment of Invoices**

Client acceptance is required for prompt invoice processing and payment. The vendor is 100% responsible for obtaining client acceptance and submitting this acceptance to the proper GSA Finance office for processing. The invoice will not be paid until the NWS ROC COR and/or GSA PM determines the vendor provides sufficient information necessary to describe the services and/or commodities provided to the government. As a minimum, the vendor's invoice must include the following information:

- Contract number
- Invoice number
- Invoice date
- Task number
- ACT number
- Client name, Address

- Period of performance covered by invoice
- Cost description
- Parts/CUN numbers/services/WO number
- Total price
- Prompt payment discount terms

If any of the information listed above is absent from an invoice, GSA will reject your invoice.

It is the vendor's responsibility to include any and all required back up information with invoice submission in ITSS. Payment of invoices shall be based on the acceptability of the invoiced item. All invoiced items must meet or exceed the contractual standard. If an invoiced item does not meet the established contractual standards, the invoice will not be paid until the item has been determined to meet the established standards.

NOTE: Failure to comply with all invoicing instructions outlines in this SOW will result in automatic rejection of your invoice.

### **7.3 Other Information Relating to Successful Invoice Processing**

Due to Congressional Mandate and the Policy Memo from the Office of the Chief Financial Officer, all purchase order vendor data (including contracts) in ITSS must match the vendor data in the Central Contractor Registration (CCR). Finance is now rejecting purchase orders, purchase order modifications and invoices having data that does not match CCR information. This includes all orders regardless of remaining value. Contact the GSA CO or GSA PM for further information or assistance.

Review contractor registration, individual contract personnel registration and contract registration in ITSS on a regular basis to ensure all information is correct and up-to-date. This will help in processing invoices as well as task order actions successfully. The ITSS Help desk phone number is 1-877-243-2889 and their website is <https://it-solutions.gsa.gov>.

Be sure to reference ACT number when submitting requests for client acceptance. Monthly status report shall also be submitted in ITSS with the invoice.

If an invoice is rejected, it is the responsibility of the contractor to notify the GSA PM so issues can be resolved in a timely manner.



## **Appendix A**

### **Delegation of Authority for the Contracting Officer's Representative**

**1.0 Delegated Authority.** You are specifically delegated the following duties:

I.1 Pre-Award.

**1.1.1** Identify and document agencies' requirements for submission to GSA/FAS.

**1.1.2** Recommending changes to the SOW and submitting these to the GSNFAS Project Manager/Contracting OfficeL

**1.1.3** By choice, assist GSA in reviewing and technically analyzing the contractor's task proposals.

**1.1.4** Provide full funding for costs for all products and services ordered, ensuring that the funding document is signed by an official who is authorized to certify funds.

I.2 Administration.

**1.2.1** Act as the Government technical representative for the contract administration.

**1.2.2** Represent the Government in conferences with the contractor and prepare memorandums for the record of the pertinent facts.

**1.2.3** Maintain a filing system.

**1.2.4** Initiate requests for letters of accreditation for logistical support of individuals performing work on this task order, in accordance with all applicable regulations.

**1.2.5** Approve travel and overtime related to Time and Materials workload after confirming the availability of sufficient funding to support these T&M requirements.

I.3 Inspection and Acceptance.

**1.3.1** Review *all* deliverables for full compliance with the contract requirements. Inform FAS immediately of potential technical, management and operational problems of the task order. Receive, inspect, and accept services in a timely manner.

Client is to alert the Contracting Officer (or Project Manager/GSA Representative) within seven (7) days of receipt/review of a vendor's invoice if the client **does not agree** with the invoice and **does not want the invoice paid**. Please be advised that GSA Finance may pay invoices without written client acceptance unless the client notifies the Contracting Officer/Project Manager of a problem. Execute all responsibilities in a timely fashion so that GSA can meet all provisions of the Prompt Payment Act

**1.3.2** Ensuring that the contractor is not arbitrarily enlarging the scope of the contract or changing delivery schedules or otherwise obligating the Government to unanticipated or deferred cost and assuring that there is no duplication of work or costs.

**1.3.3** Accept deliverables that conform to contract requirements.

**1.3.4** Prepare and maintain a running list of items that remain at variance with contract requirements, apprising both the contractor and contracting officer of corrective action or the need for it.

**1.3.5** Maintain a master copy of the official list of defects and omissions.

**1.3.6** Ensure that all defects and omissions are corrected or completed.

**2.1 Not Delegated.** The following functions are NOT delegated:

**2.2** Supervising the contractor employees, i.e., approving leave, certifying time cards.  
**This is the responsibility of the contractor's management.**

**2.3** Award, agree to, or execute a contract or contract modification.

**2.4** Obligate, in any way, the payment of money by the Government.

**2.5** Make a final decision on any matter that would be subject to appeal under the Disputes Clause of the Contract.

**2.6** Re-designate any of your assigned duties unless specifically authorized to do so.

**2.7** Cause the contractor to incur costs not specifically covered by the contract, and this delivery task order, with the expectation that such costs will be reimbursed by the Government.

**2.8** Terminate for any cause the contractor's right to proceed.

This designation as COR shall remain in effect until revocation by the contracting officer or the completion of the specified task order.

## **Appendix B**

(See PAST PERFORMANCE fillable form)

## Appendix C

### Typical tasks

#### Work Area 1 - Systems/Radar Engineering Support

The Engineering Branch prepares a weekly report of the status of all projects in progress within the branch, or interactions with customers or coordinating agencies. The contractor shall submit short weekly report inputs for the combined branch report via email to the Team Leader and the COR.

Every project that consumes resources requires development of Configuration Change Requests (CCOR), and/or Engineering Change Proposals (ECP) as appropriate, Contract personnel assigned as Project Engineers on various projects are responsible for the overall execution of the project including all required documentation. Projects with high visibility may require preparation of a project summary.

Engineering Design/Prototype Development **and** Testing.

- Review and evaluate the technical material provided with the ROC assigned and approved engineering project.
- Review the reported problem or requirement with the appropriate ROC Branch Chief or designee and form a project team to address the solution.
- Request for contact with the appropriate field installations to discuss or evaluate the reported problem or requirement.
- Visit facilities to investigate problems, conduct field tests, conduct formal tests of systems changes, and to kit proof.
- Develop a solution to the problem
- Conduct laboratory or simulated testing of a breadboard design that demonstrates the feasibility of the solution.
- Prepare and submit engineering test plans and test reports for prototype, preproduction, integration and acceptance, and field tests and coordinate comments. Ensure all project documentation is included as part of the ECP in Agile.
- Lead project teams for each assigned ECP composed of members from all ROC functional areas.
- Prepare preliminary ECPs in accordance with the Configuration Management (CM) Plan and Agile™ work practice instructions, present ECPs to the ROC Technical Review Committee (TRC) and Configuration Control Board (CCB) and coordinate comments.
- Prepare Configuration Change Request (CCOR) to document change requirements resulting from engineering investigations.

- Develop formal ECPs in accordance with the CM Plan and Agile™ work practice instructions. Present ECPs to the TRC and CCB, and coordinate comments. Create Engineering Change Order (ECO) for final Engineering Data (drawings, specifications), redline drawings and specifications using DesignCAD, WordPerfect, and other redlining tools, and develop Modification Document (materials, special tools and test equipment, modification procedures and test after modification).
- Prepare specification change notices as required to document changes for ECPs.
- Prepare publication change requests as required.
- Prepare Microsoft (MS) project schedules for the monthly program review, and for each ECP package.
- Prepare draft modification and maintenance notes and technical manual changes and coordinate on comments with project team members.
- Prepare cost estimates and document the estimates for agency requests for change, CCRs, preliminary ECPs and Formal ECPs. The cost estimates are progressively more detailed.
- Prepare redline Engineering drawings as required to document engineering changes in the baseline, review updated drawings.
- Conduct peer reviews of ECPs and data prepared by other engineers in the Branch as required by the Radar and Systems Engineering Team Leaders.
- Furnish piece part materials and assemblies for prototype fabrication in accordance with a Government approved prototype design, when directed by the CO. The maximum amount of purchased hardware used for prototype development shall not exceed \$100,000 for each performance period.
- Arrange through an ROC representative for prototype installation and test on the ROC Test Bed.
- Prepare test plans, test procedures and test reports that clearly define the problem or requirement, test criteria and the results of tests using the ROC Hardware Modification Test Plan Standard as a guide.
- Submit the Test Report to the ROC for review. If rejected by the ROC, it is returned for additional study. If accepted by the ROC, guidance shall be provided for action to prepare, with the project team's assistance, documentation of the tested solution in a Formal ECP.

For all products submitted for an ECP, the contractor shall incorporate review comments or changes resulting from peer review, TRC or CCB review, or testing as necessary.

### **Production and Implementation**

This phase of a project normally results in modification kits and documentation required for deployment to the affected WSR-88D sites.

- Assist in the preparation of procurement packages to include:

- Approved drawings
  - Specifications
  - Parts list
  - Justification for urgency or sole source
  - Final cost estimates
- Evaluate first articles acquired to determine the manufacturers' compliance to specifications and qualification to release the production quantities. Prepare a written report of first article evaluation findings and provide it to ROC Logistics.

### **System/Modification Deployment**

- This phase of a project provides the final readiness test of documentation and hardware kits and documentation prior to deployment to the affected WSR-88D sites.
- Coordinate with project team members to select a kit proof site, and monitor kit proof using site personnel, the final modification document, and a production kit.
- Provide telephone or other support for deployment through the WSR-88D Hotline. Provide scheduling, travel, and kit management for retrofit installations performed by installation teams.
- Provide on-site installation expertise and supervision to retrofit installation teams.
- Specify requirements for deployment installation support, if installation by other than site personnel is required, and provide assistance to manage deployment.

### **Interface Engineering/Management**

- Manage the WSR-88D internal and external interfaces in accordance with system interface control documents including but not limited to the following activities:
- Support the interface control-working group.
- Plan, implement and evaluate WSR-88D system security, including information technology architecture and security relative to the deployed baseline and any system changes.
- Plan or conduct interface certification tests to verify external users of the WSR-88D conform/comply with interface control documents for NEXRAD. Certification process shall include interface development support to other offices that are developing systems that will connect to the WSR-88D, preparing test plans, procedures, and reports, and analyzing test data for compliance.

### **Manage and Maintain the ROC NEXRAD Engineering Development Network**

Manage and maintain the ROC's NEXRAD Engineering development network, which includes the Software Development and Configuration Management Systems, individual platforms, and the switching, routers, and hubs to internetwork development and test platforms in Building 600. Also, manage and administer the ROC's NEXRAD test bed network, which includes the NEXRAD test bed, individual platforms and the switching routers and hubs to internetwork development and test platforms in Building 375.

Responsibilities include:

- Manage user accounts (adding, deleting, resetting passwords, etc.).
- Back up and restore the systems as required. (Ensure the system auto backups are done daily, weekly and monthly.)
- Answer questions posed by system users.
- Monitor system security and "plug" security leaks.
- Perform "house keeping" duties (free disk space, modify partition and/or slice sizes, etc.)
- Install operating system patches.
- Install programs.
- Troubleshoot and resolve network problems.
- Solve user problems.
- Fix corrupted binary files, if possible.
- Write scripts to automate as much activity as possible.
- Add new systems to the network.
- Install new equipment.
- Maintain the hardware (new toner for the printer, clean tape drive heads, etc.)
- Reboot the system.

### **Other Engineering Tasks**

These tasks are not project oriented and include tasks such as determining hardware or software problem sources, supporting field problem resolution with one or more ROC Branches, supporting or providing for development of subject matter papers and briefings, or engineering support to the activities of other NWS, NOAA, DOD, DOT or other organizations such as universities.

Typical tasks will include:

- Provide support for meetings and reviews.
- Provide technical editing for reports, specifications, and work requirements.
- Analyze system requirements, including master frequency signal characteristics, waveform characteristics, digital signal processing, system and network

calibration, communication networks (wideband and narrowband) and generate or update specifications.

- Analyze facilities requirements, including Heating, Ventilating, and Air Conditioning (HVAC), power quality, backup power, grounding lightning protection, and generate or update specifications.
- Conduct Electro-Magnetic Interference (EMI), radar biohazard, radar field and beam blockage studies, analyze radar capabilities and provide resolution alternatives as necessary to maintain adequate radar coverage by the network. Analyze operational impact of proposed changes in the WSR-88D operating frequency to the C-band.
- Analyze communications interface protocols including LAPB, X.25, and TCP/IP. Provide support for communications interface certifications.



## Appendix D

### Typical tasks

### Work Area 2 - Documentation Support

The Contractor shall furnish personnel and services to perform under this Work Area. The individual tasks listed below are typical of those required of the contractor under this WA. This list is not all inclusive:

Any specified engineering effort or documentation project will consist of one or more of the following:

- Develop Test Plans.
- Develop Technical Manuals, Changes and Revisions.
- Develop Technical Manuals in electronic format.
- Participate in hardware and software documentation reviews.
- Prepare hardware and software Modification Documentation.
- Prepare hardware and software Modification Documentation in electronic format.
- Develop Technical Manual changes and revisions using FrameMaker software per approved formats.
- Develop new Technical Manuals using FrameMaker software per approved formats.
- Develop Modification Documents (software, hardware and maintenance) using FrameMaker software per approved formats.
- Develop publication change requests (PCOR) for new and corrected Technical Manual information/procedures. Review and approve/disapprove submitted PCORs.
- Participate in project team meetings and provide information about Technical Manual and Modification Document requirements.
- Produce print-ready Technical Manual and Modification Documents in both hard copy and press optimized PDF files.
- Produce Technical Manual and Modification Documents in smallest size PDF files for CD ROM and ROC website distribution.
- Perform Technical Manual and Modification Document quality reviews prior to printing for field distribution.
- Perform verification and validation on new system/hardware manuals and modification documents.
- Produce and modify existing technical manual flow charts using Visio.
- Create and modify PDF documents using Adobe Acrobat software.
- Monitor and advise the Team Leader on the state of the documentation budget.
- Monitor and advise the Team Leader on the stock levels of documentation at the NWS warehouse
- Distribute technical manuals, modification documents, and CDs using the NWS CLS system.

- Coordinate all ROC printing efforts and maintain a log of the them.
- Monitor the Site Controlled Technical Manual Inventory located on the ROC web site.
- Provide documentation inputs to CM for the Publication Bulletin located on the ROC web site.

## Appendix E

### Typical tasks

### Work Area 3 - Software Engineering Support

The Contractor shall furnish personnel and services to perform under this Work Area. The individual tasks listed below are typical of those required of the contractor under this WA. This list is not all inclusive:

- Evaluate assigned software problem reports. Evaluations may result in the Contractor generating CCRs.
- Provide technical review and development support of documents associated with the engineering change and approval process.
- Provide maintenance and development support for WSR-88D Baseline Software, consisting of design, implementation, test, and documentation of solutions to software problems. Documentation shall include, but is not limited to, specification change pages, test plans/procedures/reports, and unit development folders.
- Provide programming support to design, test, and implement WSR-88D software enhancements. Enhancements shall be processed in accordance with the current ROC engineering change process.
- Prepare or review software-related documentation associated with WSR-88D improvements.
- Provide support to Engineering Project Tracking.
- Provide software development and maintenance support for the NEXRAD adaptation data management function.
- Provide technical support for resolving NEXRAD data quality issues and other investigations. This function may involve data extraction, data reduction, modeling, simulation and presentation activities.
- Provide the capability to generate terrain and radar beam blockage data sets/files for use at each radar.
- Provide software support for development and maintenance of NEXRAD product display capabilities.
- Provide software support for development and maintenance of the NEXRAD capability to provide high-resolution geographic background data and reference maps, airways/routes, special use airspace and water basin boundaries. Data sources employed include, among others, NIMA, DTED and USGS.

### Software Engineering Management

Typical duties are listed but not limited to the following:

- Develop operators, programmers, operations and maintenance, software user's, and computer system diagnostic manuals where equivalent WSR-88D or commercially developed documents are unavailable.

- Operate and generate software programs for the various automated systems. Permanent or temporary additions, deletions, and changes to the equipment configuration will periodically occur. It shall be the responsibility of ROC designated personnel to re-certify the configuration when changes occur.
- Maintain an inventory for software program masters, operational firmware, documentation, and developmental system software for assigned hardware and software. A listing of each program by version, revision level, and other information will be developed.
- Research and design hardware and software systems or enhancements to existing systems or networks.
- Provide support for firmware development, distribution, hardware interface, vendor software evaluation, procurement, and installation.
- Develop and execute detailed plans, schedules, and related activities to test, debug, and validate subroutine, module, and software system.
- Provide engineering review of software and hardware design data to ensure it meets the criteria established in the WSR-88D system requirements, design, interface, and product specifications.
- Perform analysis, design, programming, and testing in support of proposed acquisitions of operational and support software. The integrity of the original design implementation, program function, and maintainability shall be protected.
- For operational programs, develop and maintain technical documentation. This documentation shall describe software functions, maintenance requirements, and maintenance techniques.
- Ensure that software changes are performed in a thorough, consistent, and complete manner to enhance future maintainability.
- Ensure that all system software continues to meet WSR-88D operational and functional standards as modifications and retrofits are developed or installed.
- Develop or review Contract Data Requirements Lists (CDRL) and other contractual documentation.
- Participate in or conduct Preliminary Design Reviews (PDR), Critical Design Reviews (CDR), Design Approach Reviews (DAR), Integration Readiness Reviews, Physical Configuration Audits (PCA), and Functional Configuration Audits (FCA).
- Participate in meetings and conferences as required in the acquisition and life cycle process, and provide responses to action items as needed.
- Develop database programs for the purpose of tracking WSR-88D engineering, modifications, maintenance, time utilization, and budget activities.
- Provide support responsibilities for the ROC in operation and management of local and national level databases.
- Provide database training, data entry assistance, and reports when required.
- Provide other software engineering support as defined by individual project efforts within the scope of this SOW.
- Provide system administration and operation of the UNIX based computer systems. These include IBM RISC 6000s, SUN systems and others.

- Perform system administration services on Concurrent mini computers - including the Software Development System (SDS) and the System Support System (SSS) or new UNIX based systems which are scheduled to replace these systems as a result of NEXRAD product Improvement. Duties include user and file management, monthly back-ups, basic troubleshooting, and providing technical support to users.
- Maintain the ROC Tape Library.

## Appendix F

### Typical tasks

#### Work Area 4 - Office Automation, Microcomputer, and IT Security Support

The Contractor shall furnish personnel and services to perform under this Work Area. The individual tasks listed below are typical of those required of the contractor under this WA. This list is not all inclusive:

- Provide systems security and the development of procedures for the use and maintenance of Personal Computers (PC), peripherals, and software coming into the inventory.
- Perform space allocation studies for the location of ROC microcomputer and LAN equipment.
- Provide support for the installation and relocation of microcomputer and LAN equipment.
- Provide support for the maintenance of the ROC Hotline help desk system (HEAT) and the ROC Agile CM system to include the configuration and maintenance of the Windows servers, the Microsoft SQL server, and the Oracle data base server.
- Configuration and administration of the Documentation Section workstations which use specialized document processing software.
- Maintain a data base for all software and hardware acquired by the ROC, scan all new software received at the ROC for viruses, and create any necessary duplicates of the new software for off-site archive and working copies.
- Develop and maintain an inventory of all hardware, software, and documentation.
- Install and configure PC hardware. This includes the installation of SCSI/sATA adapters and devices, USB and Firewire peripherals, scanners, sound, video, printers, and other peripherals.
- Provide software training for PC users. Conduct formal classes on basic Local Area Network (LAN) usage, prepare user's manuals on the ROC LAN and client based software packages, maintain a library of training videos for check out, and coordinate software training for ROC personnel with off-site vendors.
- Diagnose and correct problems with PC's, perform hardware diagnostics and isolate hardware problems on PC's and peripherals, perform the necessary replacement or repair to correct the hardware problems.
- Printer support. Install network printers and network print servers to include specialized devices such as copiers. Configure the Windows servers to support the printers. Perform routine printer maintenance and printer repair.
- Maintain the IT&S Procedures Manual which contains the installation and configuration procedures for ROC PC hardware and software.

- Provide assistance via telephone or at the user's location to resolve problems using the hardware or software. Interface with hardware or software vendors to solve problems or provide a work around.
- Assist in the administration and operation of the ROC Windows network. Perform network administration which includes the addition and deletion of users, control access rights, manage services, monitor the network, provide support for remote access (VPN), configuration and administration of network management software, software metering, and remote control of networked PCs, etc.
- Assist with the hardware and software maintenance and hardware/software upgrade of the network servers to ensure the continued and smooth operation of the ROC LAN.
- Administer the ROC Firewall. Create and implement security policies on the firewall as directed by the Government. Monitor the firewall logs for unusual activity such as port scans, DOS attacks, penetration attempts, etc.
- Administer the Galaxy backup system. Ensure that all ROC systems are backed up on a daily basis, add/delete systems to be backed up, upgrade the Galaxy server/software, and restore files as needed.
- Assist in developing and maintaining a backup and disaster recovery plan for the ROC data and network servers.
- Assist in the physical cabling of the ROC network.
- Configure and maintain the ROC World Wide Web (WWW) server. Serve as the ROC Web Master and technical point of contact for ROC Branch Web Masters. Responsible for the HTML software, associated graphics software, software training, JAVA scripting, other HTML editors, VRML, XML, and page design techniques.
- Monitor the LAN to include: web usage, attempts to penetrate the Firewall, any suspicious activity, connectivity, throughput, etc.
- Assist in the administration and operation of UNIX/Linux based systems. Serve as the technical interface between the branch system administrators and workstation vendors.
- Assist in the evaluation and procurement of new hardware and software by reviewing requirements and specifications to insure appropriate hardware acquisition. Provide technical interface with the vendors during the procurement process.
- Assist the ROC ISSO in maintaining the security of the ROC LAN by developing and maintaining all related security documentation for Certification and Accreditation such as the FISMA, Risk Analysis, Security Plan, etc. Assist in performing the computer security scans to ensure all computers are up to date. Assist in using HfNetChk to push patches. Examine server logs for potential problems. Work with other ROC administrators (ENG, WDTB, PGM) to ensure security policies are being followed.

## **Appendix G**

### **Typical tasks**

### **Work Area 5 - Test Bed Operations Support**

The Contractor shall furnish personnel and services to perform under this Work Area. The individual tasks listed below are typical of those required of the contractor under this WA. This list is not all inclusive:

- Ensure cleanliness and security of the test beds, equipment, facilities, and workstations.
- Assist the Government in planning, executing, and reporting the results of ROC-managed system and acceptance tests and operational assessments.
- Maintain a schedule for ROC equipment and test bed use and ensure test bed is configured and ready for scheduled testing.
- Assist the Government in maintaining the baseline hardware and software configuration of all ROC Test Bed equipment



## Appendix H

### Typical tasks

#### Work Area 6 - Integrated Logistics and Configuration Management Support

The Contractor shall furnish personnel and services to perform under this Work Area. The individual tasks listed below are typical of those required of the contractor under this WA. This list is not all inclusive:

- Provide database support on computer systems for logistics and other system information in support of system support activities. Such databases include equipment delivery schedules, address files, port assignment databases, parts usage, retrofit installation completions, provisioning parts lists, etc.
- Support engineering change efforts through research of existing system logistics data, Defense Logistics Information System (DLIS) files, etc.
- Assist in development and/or review of ILS and other related area support plans, procedures, and revisions in accordance with the ROC policies.
- Review WSR-88D technical and engineering data for impact on procurement and ILS elements.
- Assess configuration change requests, engineering change orders, and engineering change proposals for life cycle cost and operational support impacts in the CM and ILS elements. Provide logistics review input to WSR-88D Configuration Management (CM) hardware baseline repositories using automated tools such as Agile™ for hardware baseline support.
- Support production of Configuration Change Requests, Engineering Change Proposals, Specification Change Notices, and Notice of Revisions by providing appropriate logistics information to this process.
- Participate in modification project teams representing operations and maintenance interests of the WSR-88D System as they pertain to ILS and CM elements.
- Support audits of existing WSR-88D configurations to determine conformance to approved baseline, and FCA and PCA as they pertain to system modifications and improvements.
- Develop retrofit and change implementation plans for WSR-88D modifications and improvements.
- Provide file management and update to hard copy files which support the CM and ILS processes.
- Perform Reliability and Maintainability Analyses based on parts usage and/or agencies' maintenance data collection systems or combinations of these data.
- Provide operational parts usage and failure trend analyses.
- Prepare provisioning data for ROC developed engineering changes.
- Provide assistance in resolution of installation problems, and tracking.
- Assist in preparation of procurement packages for approved WSR-88D modifications and improvements.

- Track delivery of modification kit components in the CLS, and coordinate and ship modification kits to the effected sites identified by the change.
- Administer and maintain WSR-88D CM hardware and software data baseline repositories using automated tools such as Agile™ (hardware) and Program Support Library™, Razor™, Doors™ or other automated tools (software).
- Provide database support on computer systems for CM and other system information in support of system support activities. Such databases include equipment delivery schedules, address files, port assignment databases, parts usage, retrofit installation completions, provisioning parts lists, etc.
- Support engineering change efforts through research of existing system engineering data.
- Assist in development and/or review CM support and other related area plans, procedures, and revisions in accordance with the ROC policies.
- Update and maintain the WSR-88D technical and engineering data.
- Assess configuration change requests, engineering change orders, and engineering change proposals for life cycle cost and operational support impacts in the CM and technical/engineering data areas.
- Support production and provide management of Configuration Change Requests, Engineering Change Proposals, Specification Change Notices, and Notice of Revisions and the ROC processes which govern these areas.
- Participate in modification project teams representing operations and maintenance interests of the WSR-88D System as they pertain to CM and technical/engineering data areas.
- Support audits of existing configuration to determine conformance to approved baseline, and FCA and PCA as they pertain to system modifications and improvements.
- Support the implementation of retrofits and change implementation plans for WSR-88D modifications and improvements.
- Provide file management and update to hard copy files which support the CM processes.
- Provide drafting support to conform to DOD-STD-1000, using the ROC approved commercial Computer-Aided-Design Package for incorporation of engineering changes.
- Provide Technical Library support, including posting, filing and update of Technical Library records. Support reproduction of library materials for users of the Technical Library. Support auditing of materials to verify collection information is accurate. Provide reports on Technical Library activity.
- Maintain system allocation documents in hard copy and automated files.
- Prepare provisioning data for ROC developed engineering changes.
- Generate, package and distribute approved software releases including map generation, update site specific parameters, tape duplication, generate installation instructions, assist in resolution of installation problems, and tracking.
- Support and maintain the ROC off-site disaster recovery data repository.
- Develop, implement and support software tools and procedures to meet field requirements for adaptation data modification, including procedures and software

to centrally manage field adaptation data at the ROC. Support deployment of adaptation data modifications to the site.

- Develop and implement automated performance parameters for tracking and providing status in the CM support areas. An example would be number of drawings requiring update and development, number in work, number completed per month, average number of days for completion, etc.
- Create and update fabrication drawings, figures, illustrations, and schematics by automated and manual methods.
- Review drawings for correctness, completeness, dimensioning, arrangement, notes, views, sections, size, and other standard drafting requirements.
- Convert existing paper copy drawings into digitized drawings.
- Keep current on automated drafting systems and techniques.
- Provide for the management and operation of the ROC technical library.
- Maintain and update master copies of technical manuals and engineering data.
- Provide camera-ready copy of technical documentation material upon request.
- Keep research and reference materials current.
- Provide word processing in support of the ROC mission.
- Provide secretarial assistance in support of the ROC mission.
- Perform data entry services from handwritten copy, printed forms, or magnetic media.
- Perform data retrieval services from various ROC Automated Systems.
- Perform duties associated with labeling and mailing large amounts of technical documentation or software.
- When required, perform record keeping, logging activities and status reporting of modification installations at field sites. This may include data entry and retrieval from various ADP systems.
- Provide for property management and inventory.
- Provide for other administrative duties as required to include centralized management, coordination, and control of Government property; including documentation, resolving property inventory discrepancies, POC for property database, reporting and application of bar-coded property labels. Other property duties may include preparation of survey reports, and physical inventories. Other duties may include routine administrative duties and assisting in the physical preparation of conference facilities.

## **Appendix I**

### **Typical tasks**

### **Work Area 7 - Program Management**

The Contractor shall furnish personnel and services to perform under this Work Area. The individual tasks listed below are typical of those required of the contractor under this WA. This list is not all inclusive:

- Perform administrative services as required to support Task Order Manager's centralized management, coordination, and control of contract activities.
- Perform and/or delegate Quality Assurance (QA) tasks.
- Monitor and control costs.
- Submit Invoices for payment.
- Coordinate contract administration with the COR.
- Manage contract personnel.
- Interview and hire qualified personnel as required.
- Attend Government meetings as requested.
- Maintain effective communications with the customer.
- Develop and propose options for accomplishing tasking.
- Coordinate activities with sub-contractors.
- Provide reports IAW the task order.

## **Appendix J**

### **Desired Software Application and Equipment Knowledge**

#### All Work Areas

- Microsoft Access
- Microsoft Project
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Agile Workplace
- Personal Computer

#### Work Area I - Systems/Radar Engineering Area

- Agile product data management system
- Design CAD
- MS Project and MS Access
- MATLAB
- Xilinx
- VxWorks
- Transmitter test bed
- Unisys Skyvision radar mosaic
- DOORS
- HP Internet Advisor
- OS/32 Operating System
- PC Anywhere
- PC Passport
- Solaris 7

#### Work Area 2. - Documentation Area

- Adobe Framemaker 7.2
- Adobe Acrobat 8 Professional
- HP Precision Scan Pro
- Micrographics Designer
- Nero
- PageLabeler
- Fujitsu Scandall 21
- Snagit 8
- WACOM Graphics Tablet

- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Agile Workplace

#### Work Area 3. - Software Engineering Area

- Agile application
- Concurrent OS 32 Utilities & Commands\*
- Concurrent OS32 & environment (compilers, linkers, etc)\*
- Concurrent OS32 CSSs (macros)\*
- DOORS
- MapBasic\*
- MapInfo\*
- MATLAB\*
- MS 2000 Office - all elements
- Open MP for FORTRAN & C
- ORACLE 8
- RAZOR\*
- Solaris 7 OS
- SQL
- SUN Common Desktop Environment
- TestExpert\*
- XRunner\*
- Visual Studio
- Visual Basic\*
- Windows NT & core services
- WordPerfect 2000 Office - all elements

#### Work Area 4. - Office Automation and Microcomputer Support

- Microsoft Office Products
- Network Operating Systems: Microsoft Windows Server 2000/2003/2008
- Security: Checkpoint Firewall-1/Secure Defense/Office Mode VPN, Web Sense
- Security IDS/IPS: Sourcefire
- Scanners: Patchlink, Nessus
- McAfee ePo Server
- Barracuda Spam Firewall
- Citrix Access Server
- Patch Management: Patchlink, Shavlik, NetChk Protect

- Backup/Restore: CommVault System - all platforms, Simpana, Quantum Tape Library, Backup EXEC
- Linux
- Windows Scripting
- Web Server Administration: Compaq Web Server, Microsoft IIS, Web Authorizing Tools, Scripting Languages, HTML, VRML, XML, ASP, PHP
- Network Administration: Extreme EPICenter, IP Sentry
- UPS Systems
- Microsoft Office Products
- HP and Dell Servers
- HP Printers
- Fluke Network Testing Equipment: Optiview Integrated Network Analyzer, DSP-4300, LinkRunner, Optifiber, One Touch, IntelliTone
- Network Components: Extreme Networks Routing Switches
- Docking Stations
- Video-teleconferencing Equipment

#### Work Area 5. -Test Bed Operations Support Area

- PC Anywhere
- Agile Client Software
- DOORS\*
- RAZOR\*
- Exceed
- Microsoft Office Products: Access, Excel, PowerPoint, Project, Word
- SUN Common Desktop Environment
- Unix: Linux, SUNOS and Solaris, Shell Scripting, Administration
- Sun Solaris Operating System
- Quickcom
- HTML
- Putty/ssh
- Network Administration\*
- Cable installation/termination\*
- Install/Trouble Shoot: SCSI Devices, video interfaces, comm interfaces, peripherals, Special Purpose Cards\*
- Backup/Restore/Disaster Recovery\*
- Network Components: routers, switches, hubs\*
- UPS Systems\*
- Printer management and maintenance\*

#### Work Area 6. - Integrated Logistics and Configuration Management Support

- Oracle
- Doors
- Razor
- Athena Library
- Autocad
- CADRA
- Agile Administrator
- Concurrent O/S 32
- Sun Solaris Operating System
- Microsoft Access
- Microsoft Project
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Agile Workplace
- Shaffstall Corporation Tape Duplicator and Media Conversion System

\* indicates that knowledge of this tool/asset will only be required for one contractor (depending on the duties to be executed).



## **Appendix K**

### **Position Requirements and Qualifications**

Required and desired qualifications for each task order position have been developed to reflect the Job Title, Education, General Experience, and Functional Responsibilities necessary to perform the areas of effort prescribed by this SOW. Note that under "Functional Responsibility" for each position, the Work Area (WA) and/or Special Project (SP) is listed along with a number in parenthesis corresponding to the number of persons currently filling the requirement. Some position requirements also list possible future requirements. See Appendix L for staffing requirements. The level of effort listed in Appendix "L" is mandatory for the base work area and estimated for the remaining work areas. Each vendor must justify any deviation from the LOE estimates for RSP and FSPs. A deviation from the LOE for the base work area is not allowable and will render your proposal unacceptable.

#### **(1) Task Order Manager**

- (i) **Education:** A Bachelor of Arts or a Bachelor of Science degree in a management, technical, or science field is desired.
- (ii) **General Experience:** Ten or more years of experience in providing hardware and software support of electronic systems is desired. This experience should include: direct responsibility for providing systems level requirements definition; product design, development and installation; development of and modifications to hardware and software documentation; quality assurance and quality control programs and procedures. Hardware and software experience on radar-related systems and equipment is highly desirable. Experience in management of engineering groups is desired. Knowledge of Government procurement and contracting rules and regulations is desired for the task order manager position
- (iii) **Functional Responsibilities:** WA7 (1)

#### **(2) Senior Systems Engineer**

- (i) **Education:** A Master's degree in Computer Science, Information Systems, or Engineering is desired. An advanced degree in another technical discipline may be substituted depending on other qualifications, and length and type of specialized experience.
- (ii) **General Experience:** Seven or more years of specialized experience in providing systems engineering and supervision in the areas of system requirements analysis, structured design methods, and experience with large, complex systems' design and implementation on radar systems and equipment is desired. Technical writing and presentation skills are desired. Knowledge of computer hardware and system software integration, and a background in pulse doppler radar, radar meteorology, RF propagation, signal processing, and communications theory and integration are desired.
- (iii) **Functional Responsibilities:** WAI (1), SP44 (Yi, Yj), SPXX (1 Future)

(3) Systems Engineer

(i) Education: A Bachelor of Science degree in Computer Science or Electrical Engineering is desired. A degree in another technical discipline may be substituted depending on other qualifications, and length and type of specialized experience.

(ii) General Experience: Three or more years experience in providing system design and requirements analysis for complex computer systems on radar systems and equipment is desired. Specialized advanced degrees appropriate to the field of technology covered by this SOW may be substituted for a portion of the experience requirements. Experience in feasibility, cost/benefit, and alternatives analysis and documentation in the development of modifications and large-scale product improvement programs is desired. Technical writing and presentation skills are desired.. Knowledge of computer hardware, systems software, and computer systems architecture and integration is desired.

(iii) Functional Responsibilities: SP03 (1), SP42 (1)

(4) Radar Engineer

(i) Education: A Bachelor of Science degree in Electronics or Electrical Engineering is desired. A degree in another technical discipline may be substituted depending on other qualifications, and length and type of specialized experience.

(ii) General Experience: Five or more years of experience in providing electronics engineering services on radar systems and equipment is desired. Specialized advanced degrees appropriate to the field of technology covered by this SOW may be substituted for a limited portion of the experience requirements. A background in pulse doppler radar, radar meteorology, RF propagation, signal processing, and communications theory is desired. Experience in analyzing and testing electronic system performance, and in producing engineering prototypes, studies, and technical documents is desired. Knowledge of engineering practices and procedures is desired. Experience in feasibility, cost/benefit, and alternatives analysis and documentation in the development of modifications and large-scale product improvement programs is desired. Technical writing and presentation skills are desired.

(iii) Functional Responsibilities: WAI (3)

(5) Electronics/Electrical Engineer

(i) Education: A Bachelor of Science degree in Electronics or Electrical Engineering is desired. A degree in another technical discipline may be substituted depending on other qualifications, and length and type of specialized experience.

(ii) General Experience: At least five or more years of experience in providing electronics engineering services is desired. Specialized advanced degrees appropriate to the field of technology covered by this SOW may be substituted for a limited portion of the experience requirements. Specialized engineering experience on radar systems and equipment is highly desirable. Experience in analyzing and testing electronic system performance, and in producing engineering prototypes, studies, and technical documents

is desired. Knowledge of engineering practices and procedures is desired. Specialized knowledge of systems and radar equipment is highly desirable.

(iii) Functional Responsibilities: SP08 (1), SPXX (I Future)

(6) Senior Software Engineer

(i) Education: A Master's degree in Computer Science, Information Systems, or Engineering is desired. An advanced degree in another technical discipline, augmented with extensive computer science training, may be substituted depending on other qualifications, and length and type of specialized experience. Computer Science courses should include operating systems design, computer modeling, structured analysis and design, OO analysis and design, database design, SQL, Windows *NIT* client/server fundamentals, assembly and machine programming languages, SCSI hardware interface and programming and SQL. Math background should include courses up to and including Differential and Integral Calculus and Differential Equations. Analysis experience using Bayesian and Parametric techniques are needed to support data quality work and experience using mathematical statistics and/or operations research is highly desirable.

(ii) General Experience: Seven or more years of specialized experience in providing systems engineering and supervision in the areas of system requirements analysis, structured design methods, and experience with large, complex systems' design and implementation on radar systems, digital cartography, aerial mapping techniques, raster and vector mapping, background mapping for radar display, management of adaptable parameters for radar applications, DBMS design and implementation and radar data quality analysis techniques is desired; as is experience using tools to accomplish work specified within this sentence is desired. Technical writing and presentation skills are desired. Knowledge of computer and radar hardware and computer systems architecture and their integration is desired.

(iii) Functional Responsibilities: WA3 (1)

(7) Software Engineer

(i) Education: A Bachelor of Science degree in Computer Science or Computer Engineering is desired. A degree in another technical discipline, augmented by a minor in Computer Science or equivalent formal training courses may be substituted depending on other qualifications, and length and type of specialized experience.

(ii) General Experience: Five or more years experience in providing software engineering services on radar systems and equipment is highly desirable. Specialized advanced degrees appropriate to the field of technology covered by this SOW may be substituted for a limited portion of the experience requirements. Experience in software development and modifications, systems analysis, and technical writing skills are desired.. Knowledge of computer hardware, systems software, and computer systems architecture and integration, are desired. Highly developed software programming skills working in a Linux or UNIX environment and experience using at least one of the following programming languages are desired: 'C', or C++. Training or experience.Widget

Toolkits: GTK+ or Motif is highly desirable. Training or experience using FORTRAN or Java is desirable.

(iii) Functional Responsibilities: WA3 (4), SP!3 (2), SPXX (2 Future)

(8) Network Engineer

(i) Education: A Bachelor of Science degree in Computer Science or Management Information Systems is desired. A degree in another technical discipline may be substituted depending on other qualifications, and length and type of specialized experience. A current Certified Cisco Network Associate (CCNA) certification or a more advanced CISCO certification is highly desired.

(ii) General Experience: Five or more years of experience in developing and implementing LANs. Extensive experience in LAN management processes and procedures with multiple types of network is highly desirable. Experience in design, installation and configuration of networking equipment such as servers, layer 3 switches, routers, and hubs, installation and maintenance of hardware and software is desired. Experience in back up and contingency planning is desired. Experience in feasibility, cost/benefit, and alternatives analysis and documentation in the development of modifications and large scale product improvement programs is highly desirable. Integration of software firewalls and authentication servers is highly desirable. Technical writing and presentation skills are desired.

(iii) Functional Responsibilities: WA1 (!)

(9) LAN Engineer/Administrator

(i) Education: A Bachelor of Science degree in Electronics or Electrical Engineering or Computer Science is desired. A degree in another technical discipline may be substituted depending on other qualifications, and length and type of specialized experience particularly vendor LAN certifications.

(ii) General Experience: Five or more years of experience in developing and implementing LANs and LAN operations is desired. The requirements include Unix administration, Solaris or similar Operating System, LAN management processes and procedures, LAN moves, changes and additions, maintenance of documentation and performance records, trouble-shooting, back-up, and disaster contingency planning. Specialized advanced degrees appropriate to the field of technology covered by this SOW may be substituted for a limited portion of the experience requirements.

(iii) Functional Responsibilities: WA6 (1)

(10) Computer Programmer II

(i) Education: A Bachelor of Science degree in Computer Science is desired. A degree in another technical discipline, augmented by a minor in Computer Science or equivalent formal training courses, may be substituted depending on other qualifications, and length and type of specialized experience.

(ii) General Experience: Five or more years experience in providing software applications design specifications, detailed design documentation, and the ability to translate these

products into viable software implementations on radar systems and equipment is highly desirable. Demonstrated ability to prepare software documentation including program-level specifications, development folders, software configuration data, and user level documentation is desired. Experience in development of software, software modifications, testing, debugging, are desired. . Knowledge of computer hardware, systems software and computer systems architecture and integration, are desired. Highly developed software programming skills working in Linux and UNIX environments and experience using at least one of the following programming languages are desired: 'C', or C++. Training or experience Widget Toolkits GTK+ or Motif is highly desirable. Training or experience using FORTRAN or Java is desirable.

(iii) Functional Responsibilities: WA3 (2), SP07 (1)

#### (11) Computer Programmer I

(i) Education: A Bachelor of Science degree in Computer Science is desired. A degree in another technical discipline, augmented by a minor in Computer Science or equivalent formal training courses, may be substituted depending on other qualifications, and length and type of specialized experience.

(ii) General Experience: Recent college graduate is desired. No work experience, but knowledge of how to translate software applications design specifications, block diagrams, and logic flows into detailed software designs and software programs is desired.. Ability to prepare software documentation including program-level specifications, development folders, software configuration data, and user level documentation is desired. Knowledge of computer hardware, systems software and computer systems architecture and integration, are desired. Software programming skills using Linux and UNIX operating systems and at least one of the following programming languages is desired: 'C', or C++. Training or experience using FORTRAN is desirable.

(iii) Functional Responsibilities: SP39 (1)

#### (12) Computer Programmer/Analyst

(i) Education: A Bachelor of Science degree in Computer Science is desired. A degree in another technical discipline may be substituted depending on other qualifications, and length and type of specialized experience.

(ii) General Experience: Three or more years experience in providing computer programmer/ analyst services is desired. Specialized advanced degrees appropriate to the field of technology covered by this SOW may be substituted for a limited portion of the experience requirements. Experience in producing and maintaining software and firmware programs and documentation is desired. Knowledge of software programming, development, review, audit, testing, configuration management, requirements, changes, Linux, and Linux shell scripting is desired. Highly developed programming skills using 'C+', 'C'++, UNIX, PERL, and FORTRAN are desirable. Training or experience in relational data bases such as ORACLE or SQL server is desirable.

(iii) Functional Responsibilities: SPI3 (1)

(13) Meteorologist

(i) Education: A Bachelor of Science degree in Meteorology is desired.

(ii) General Experience: Ten or more years experience providing radar meteorological services is desired. Specialized experience in Doppler weather radar meteorological applications, in evaluating Doppler weather radar data and products, and in producing analytic reports is desired. Experience in computer systems analysis, design, and programming is desired. Knowledge of procedures involved with weather radar equipment and systems, testing, certification, and validation are desired. Skills in customer relations, using relational databases, computer programming, and graphical interfaces are desired.

(iii) Functional Responsibilities: SP26 (1), SP40 (1)

(14) Meteorologist Technician

(i) Education: Associates degree in Meteorology or Applied Sciences, or a related discipline in Earth or Physical Sciences is desired. Relevant technical experience may be substituted for education on a case-by-case basis.

(ii) General Experience: Five or more years experience providing radar meteorological services is desired. Specialized experience in Doppler weatherradar meteorological applications, in evaluating Doppler weather radar data and products, and in producing analytic reports is desired. Experience in using PCs and Unix/NT workstations are desired. Skills in customer relations, using relational databases, computer programming, and graphical interfaces are desired.

(iii) Functional Responsibilities: SP26 (1)

(15) Technical Editor/Writer

(i) Education: An Associate Degree in Communications, English or similar field is desired. A Bachelor of Arts degree is desirable. Relevant technical experience may be substituted for education on a case-by-case basis.

(ii) General Experience: Three or more years experience in writing and editing technical documentation is desired. Experience in writing and editing technical documentation on radar equipment is highly desirable. Knowledge of the modification and documentation processes is highly desirable. Knowledge of Adobe Frame Maker and Acrobat is highly desirable.

(iii) Functional Responsibilities: WA2 (2), SP (2 Future)

(16) Electronic Technician/Installation Technician

(i) Education: An Associate Degree in Electronics Technology or completion of equivalent technical courses in the Military Service or private sector is desired.

(ii) General Experience: Three or more years experience in an engineering support position or maintenance support position is desired. Engineering technician experience includes working with engineers in prototype design development and testing. Electronic technician experience includes operation, installation, troubleshooting, and repair of electronic systems and equipment. Experience in writing and revising technical

documentation for electronic and electro-mechanical systems and equipment is desiredo Knowledge of maintenance and operation procedures of systems and equipment is desiredo Knowledge of data processors, software and firmware applications, and computer systems is desirabk Knowledge of radar related systems and equipment is highly desirabk Knowledge of Adobe Acrobat is highly desirabk  
(iii) Functional Responsibilities: WA2 (!), SP13 (1), SP26 (2), SP (**5 Future**)

(17) Administrative Assistant

(i) Education: An Associate Degree in Secretarial Sciences is desirabk Completed high school or equivalency including some courses in secretarial sciences, office administration, or related specialized training is desiredo  
(ii) General Experience: Typical skill requirements shall be consistent with industry standards or GS equivalentso Position requirements are typically computer operator, data entry, library duties, general clerical and office support beyond secretarial needso  
(iii) Functional Responsibilities: WA6 (1), WA7 (1)

(18) Technical Librarian

(i) Education: An Associate Degree is desiredo A Bachelor of Arts degree is desirabk Relevant technical experience may be substituted for education on a case-by-case basis.  
(ii) General Experience: Two or more years experience in technical data management including processing electronic media, cataloging and using automated library systems; processing withdrawal of materials, maintenance of automated systems, management of Internet resources, and ordering and organizing industry and government technical standards and specifications is desiredo Experience with database applications such as Microsoft Access is desiredo Knowledge of DOORS and Agile is desirabk Excellent oral and written communication skills and effective working knowledge of Microsoft Office, and the Internet are highly desired.  
(iii) Functional Responsibilities: WA6 (1/2) \*I person to split with (38) Database Programmer L

(19) Logistic Support Specialist

(i) Education: An Associate Degree in any area of study is desirableo A high school diploma or GED is desiredo Logistics or Supply Support related training completed during military service may fulfill education requirements, depending upon relevant technical experienceo  
(ii) General Experience: Three or more years experience working in a logistics/supply support role related to the Integrated Logistic Support of a system or network of equipment is desiredo Experience working in a customer relationsrole is highly desirabk Experience interpreting technical data and drawings related to a complex electronic system is highly desirabk Experience in procurement of goods and services using Federal Acquisition Regulation (FAR) standards are highly desirabk  
(iii) Functional Responsibilities: WA6 (1)

(20) Computer Aided Design Specialist

(i) Education: An Associate Degree in Technical Design and Drafting or completion of equivalent technical courses in the Military Service or private sector is desired. Relevant technical experience may be substituted for education on a case-by-case basis.

(ii) General Experience: Three or more years experience in Computer Aided Design preferably CADRA or AutoCAD and drafting preparation of engineering drawings, specifications, and technical illustrations is desired. Knowledge of DOD Standard drafting procedures and processes is highly desirable.

(iii) Functional Responsibilities: WA6 (2)

(21) Test Bed Administrator

(i) Education: A bachelor's degree in Computer Science, Information Systems, Meteorology, or Engineering is desired. A degree in another technical discipline may be substituted depending on other qualifications, and length and type of specialized experience. Relevant technical experience may be substituted for education on a case-by-case basis.

(ii) General Experience: Three or more years of experience in operating, managing, and scheduling a large, network system test facility is desired. Skills in operating, configuring, and minor troubleshooting test bed hardware and software are desired. Skills in test planning, execution, and report writing are desired. Configuration management experience in managing computer or test bed resources is desired.

(iii) Functional Responsibilities: WA5 (1)

(22) System Administrator / Security Specialist

(i) Education: A Bachelor of Science degree in Computer Science or Electrical Engineering is desired. A degree in another technical discipline may be substituted depending on other qualifications, and length and type of specialized experience. A current Certified Information System Security Professional (CISSP) certification is desired.

(ii) General Experience: Three or more years experience in providing system administration for complex computer systems on multiple types of networks is highly desirable. Network device integration and configuration management of networking equipment is desired. Significant experience with switches, routers, hubs, and installation and maintenance of hardware and software is desired. Experience with system back up is desired. Extensive knowledge of Windows, Solaris, and Linux Operating systems is desired. Experience with hardware and software firewalls is highly desirable. Specialized advanced degrees and/or certifications appropriate to the field of technology covered by this SOW are highly desirable. Technical writing and presentation skills are desired.. Experience establishing an authentication server is highly desirable.

(iii) Functional Responsibilities: WA1 (1)

(23) Network/Information Systems Engineer



(i) Education: A Bachelor of Science degree in Computer Science or Management Information Systems is desired. In lieu of the desired degree, eight years of experience independently performing the functions described below may be substituted at the Government's discretion.

(ii) General Experience: Five or more years of experience in maintaining and implementing LANs and LAN operations, installing microcomputer hardware and software, security, and the Internet is desired. The experience should include the Windows Operating System, LAN management processes and procedures, web applications, Java, IIS, maintenance of documentation and performance records, trouble-shooting, back up, and disaster contingency planning. Specifically, an extensive knowledge of the Windows server operating system, anti-virus systems (McAfee ePO server), Microsoft IIS and SMS, Java, web development software, Extreme Networks EPICenter, APC Symmetra, Ascend remote access server, installation and configuration of PC hardware and software, trouble shooting of hardware and software, and scripting installs and configurations using Group Policy is desired.

(iii) Functional Responsibilities: WA4 (1), SP03 (!)

(24) Network/Information Systems Security Specialist

(i) Education: An Associates degree in Computer Science, Management Information Systems, or similar field is desired. Relevant technical experience may be substituted for education on a case-by-case basis.

(ii) General Experience: Five or more years experience in LAN administration, installing microcomputer hardware and software, the Internet, NIST 800 publication series on computer security, security monitoring and techniques. The experience should include administration of Windows servers, installation and configuration of PC hardware and software, trouble shooting of hardware and software, and laptop configuration, development of security documentation, and security testing. Specifically, an extensive knowledge of the Windows server operating system, intrusion detection and prevention systems, NIST 800 publication series, FISMA, risk analysis, and security monitoring is desired.

(iii) Functional Responsibilities: WA4 (1)

(25) Network/Information Systems Technician

(i) Education: An Associates degree in Computer Science, Management Information Systems, or similar field is desired. Relevant technical experience may be substituted for education on a case-by-case basis.

(ii) General Experience: Three or more years experience in installing PC hardware and software, installation of network cabling, and basic LAN administration. The experience should include administration of Windows servers, installation and configuration of PC hardware and software, trouble shooting of hardware and software, and laptop configuration. Specifically, knowledgeable in Windows, hubs, switches, and routers, hardware and software installation, and repair are desired.

(iii) Functional Responsibilities: WA4 (1)

(26) Network Administrator

(i) Education: A Bachelor of Science degree in Computer Science or Management Information Systems is desired. A degree in another technical discipline may be substituted depending on other qualifications, and length and type of specialized experience particularly vendor LAN certifications.

(ii) General Experience: Five or more years of experience in developing and implementing LAN's. The experience should include LAN management processes and procedures; installation and configuration of networking equipment such as switches, routers, and hubs; installation and maintenance of hardware and software; back up and disaster contingency planning; and security systems. Specifically, an extensive knowledge of Windows, CommVault back-up systems, switches, hubs, and routers, and Checkpoint Firewall are desired.

(iii) Functional Responsibilities: WA4 (1)

(27) Network Technician/Assistant Administrator

(i) Education: High School Diploma or GED is **Required**

(ii) Experience: 2+ years System Administration experience is desired. 1+ years Unix Based Operating System experience is desired. Experience with Cisco network devices is desired: Basic understanding of TCP/IP, network devices and architecture is desired.

(iii) Functional Responsibilities: WAI (I Future)

(28) System Administrator /Assistant Security Specialist

(i) Education: High School Diploma or GED is **required**

(ii) Experience: Two or more years experience in Network Administration involving TCP/IP and Unix Based Operating systems is desired. One or more years experience with system log servers and the administration of network devices such as firewalls, routers, and switches. Experience with Cisco network devices, firewalls, anti-virus, email, and proxy systems are highly desired. Basic understanding of TCP/IP, network devices and architecture, and software licensing types and requirements is desired.

(iii) Functional Responsibilities: WAI (I Future)

(29) Data/Configuration Management Specialist III

(i) Education: A Bachelor of Science degree in Engineering, Computer Science, or Mathematics is desired. A degree in another mathematic-intensive discipline such as physics may be substituted depending on other qualifications, and length and type of specialized experience.

(ii) General Experience: Seven or more years of experience with increasing complexity in data or hardware and/or software configuration management is desired. Specialized advanced degrees appropriate to the field of technology covered by this SOW may be substituted for a limited portion of the experience requirements. Demonstrated experience with establishing and maintaining baselines, change control (ECPs, change boards), supporting configuration audits, status accounting and reviews (PDR, CDR,

SRR, TRR) is desired. Experience working with Product Life Cycle Management tools such as Agile Advantage and Requirements Management Tools such as DOORS is desired. For hardware configuration management, experience with creation, control and revision of Bill of Materials structure; ability to read and interpret engineering drawings is desired. Experience with developing CM plans, processes and procedures desired. Knowledge of industry best practices, Military standards, CMMII related to data/configuration management is desired experience with computer aided design software such as AutoCAD or SolidWorks system. Specialized knowledge of radar systems and equipment is highly desirable.

(iii) Functional Responsibilities: WA6 (2)

(30) Data/Configuration Management Specialist II

(i) Education: A Bachelor of Science degree in Engineering, Computer Science, or Mathematics is desired. A degree in another discipline may be substituted depending on other qualifications, and length and type of specialized experience.

(ii) General Experience: Four or more years of experience with increasing complexity in data or hardware and/or software configuration management is desired. Specialized advanced degrees appropriate to the field of technology covered by this SOW may be substituted for a limited portion of the experience requirements. Working knowledge with establishing and maintaining baselines, change control (ECPs, change boards), conducting configuration audits, status accounting and reviews (PDR, CDR, SRR, TRR) is desired. Experience working with Product Life Cycle Management tools such as Agile Advantage and Requirements Management Tools such as DOORS is desired. For hardware configuration management, experience with creation, control and revision of Bill of Materials structure; ability to read and interpret engineering drawings is desired. Experience with generating and/or assisting in the development of CM plans, processes and procedures desired. Knowledge of industry best practices, Military standards, CMMII related to data/configuration management is desired. Experience with computer aided design software such as AutoCAD or SolidWorks system is highly desired. Specialized knowledge of radar systems and equipment is highly desirable.

(iii) Functional Responsibilities: WA6 (!)

(31) Data/Configuration Management Specialist I

(i) Education: A Bachelor of Science degree in Engineering, Computer Science, or Mathematics is desired. A degree in another discipline may be substituted depending on other qualifications, and length and type of specialized experience.

(ii) General Experience: Two or more years of experience in data or hardware and/or software configuration management is desired. Specialized advanced degrees appropriate to the field of technology covered by this SOW may be substituted for a limited portion of the experience requirements. Knowledge of establishing and maintaining baselines, change control (ECPs, change boards), supporting configuration audits, status accounting and reviews (PDR, CDR, SRR, TRR) is desired. Experience working with Product Life Cycle Management tools such as Agile Advantage; and requirements management tools

such as DOORS is desired. For hardware configuration management, experience with creation, control and revision of Bill of Materials structure; ability to read and interpret engineering drawings; computer aided design software such as AutoCad or SolidWorks is desired. Knowledge of industry best practices, Military standards, CMMII related to data/configuration management is desired. Specialized knowledge of radar systems and equipment is highly desirable.

(iii) Functional Responsibilities: WA6 (!Future)

(32) Database Analyst /Programmer III

Education: A Bachelor's degree in Computer Science or Information Systems, or Computer Engineering or 10 years experience in the design, development and maintenance of relational databases, database applications and web related software applications is desired.

(ii) General Experience: Five or more years of experience in developing/maintaining web related applications, and/or relational database design is desired. Extensive knowledge of ASP, XML, HTML, ASP.NET, VBScript and JavaScript is desired. Knowledge of database architecture and design is desired with experience with use of modern database technologies such as Oracle and SQL server. Experience in the use of Microsoft tools and technologies such as MS Access and Internet Information Server is desirable. Familiarity with Unix and/or Linux is desired.

(iii) Functional Responsibilities: WA6 (!Future)

(33) Database Analyst /Programmer II

Education: A Bachelor's degree in Computer Science, Information Systems, or Engineering or 5 years experience in web or database design, development and maintenance is desired.

(ii) General Experience: Two or more years of experience in developing/maintaining web related applications, and/or relational database design and maintenance is desired. Knowledge of ASP, XML, HTML, ASP.NET, VBScript and JavaScript is desired. Knowledge of database architecture and design is desired with experience with use of modern database technologies such as Oracle and SQL server. Experience in the use of Microsoft tools and technologies such as MS Access and Internet Information Server is desirable.

(iii) Functional Responsibilities: SP41 (I)

(34) Database Analyst /Programmer I

Education: A Bachelor's degree in Computer Science or Information Systems, with 12 credit hours of relational database and web based applications related courses is desired or 3 years experience in web or database design, development and maintenance is desired.

General Experience: Knowledge of ASP, XML, HTML, ASP.NET, VBScript and JavaScript is desired. Knowledge of database architecture and design is desired with experience with use of modern database technologies such as Oracle and SQL server.

Experience in the use of Microsoft tools and technologies such as MS Access and Internet Information Server is desirable.

Functional Responsibilities: WA6 (1/2) Shared duties as Technical Librarian

(35) System Engineer - WSR-88D Maintenance Subject Matter Expert

(i) Education: A Bachelor of Science degree in Electronics or Electrical Engineering is **required**.

(ii) General Experience: At least ten years of experience in providing expert service to the development, testing, deployment, and repair of a computer controlled Doppler Radar. Specialized experience on WSR-88D Doppler radar systems and associated equipment is **required**. Experience in analyzing and testing electronic system performance, and in producing engineering investigations is **required**. Knowledge of engineering practices and procedures is **required**. Shall be capable of analyzing and resolving complex malfunctions in an effective and efficient manner, isolating malfunction to the specific defective Line Replaceable Unit (LRU). Serve as the "Last Line of Defense" for timely system restoration to the WSR-88D Radar Network.

(iii) Functional Responsibilities: SP26 (Consultant basis as required)

(36) Construction Project Engineer

(i) Education: A Bachelor of Science degree in Civil Engineering or technical training in the area of construction management is desired.

(ii) General Experience: Ten or more years of experience in providing construction on-site management of industrial construction projects similar to those of a WSR-88D radar site is desired. A working knowledge of acceptable construction standards and best practices is desired. A working knowledge of construction contracts and specifications is desired.

(iii) Functional Responsibilities: SP44 (1)

## Appendix L

### Contractor Staffing Requirements and Future Projections

The task order contains two staffing levels:

Base Contract Staffing which includes the seven base work areas requiring a mandatory level of effort of 32 contract personnel

Special Projects Staffing includes an estimated 18 contract personnel.

Future Special Projects includes as estimated 17 contract personnel.

Note: The government considers 1920 hours to be a staff year (this excludes holidays)

The title and the number for each position for the staffing levels of the task order are shown in the table below. Note the "Future" requirements listed on last line which reflect expected areas and levels of growth.

fo sition Ref (Appd KJ.....)	Labor Category	Base Work Area							Special Projects										Future
		1	2	3	4	5	6	7	3	7	8	13	26	39	40	41	42	44	
	Task Ordei Manager																		
2	Senior Systems Engineer																	1 2x(0.5)	
3	Systepis Engine;er																		2
4.	Radar Engineer	3																	
5 .	Electronic/Electrical Engineer																		
6	Senior Software Engineer																		
7	Software Engineer			4															2
8	Network Engineer																		
9	LAN Engineer/Administrator																		
10	Computer Programmer II			2															
11	Computer Programmer I																		
12	Computer ;programmer/Analyst																		
13	Meteorologist																		

Position Ref (Appd K)	Labor Category	Base Work Area							Special Project										Future
		1	2	3	4	5	6	7	3	7	8	13	26 <sup>39</sup>	40	41	42	44		
14	Meteorological . Technician												1						
15	Technical Editor/Writer		2																2
16	Electronic Technician/Installation Technician											1	2						5
17	Administrative Assistant																		
18	Technical Librarian																		
19	Logistic Support Specialist						0.5												
20	Computer Aided Design Specialist																		
21	Test Bed Adminiistrator						2												
22	Systems Administrator/Security Specialist																		
23	Network/Information Systems Engineer																		
24	Network/Information SYstems Security S ecialist									1									
25	Network/Information Systems Technician																		
26	Network Adminiistrator																		
27	Network Technician/Assistant Administrator																		
28	Systems Administrator/ Assistant Security Specialist																		
29	Data/CM Specialist III																		
30	Data/CM Specialist II						2												
31	Data/CM Specialist I																		
32	Database Analyst/Programmer III																		
33	Database Analyst/Programmer II																		
																1			

Position Ref (Appd K)	Labor Category	Base Work Area							Special Projects										Future
		1	2	3	4	5	6	7	3	7	8	13	26	39	40	41	42	44	
34	Database Analyst/Programmer I						0.5												
35	Systems Engineer - WSR-88D Maintenance Expert												AR						
36	Construction Project Engineer																	I	